

Canvas Semester Start Checklist

□ Confirm Your Course Access

Are you assigned to teach a course in the upcoming term? If yes:

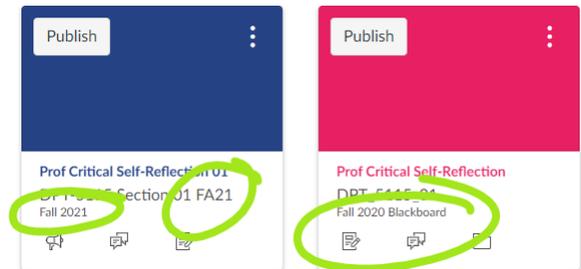
1. Sign into Canvas through Cardinal Apps. Although you land in the Dashboard area, you need to check your list of all courses to see if you have access. Click the **Courses** icon in the Global Navigation menu and then select **All Courses**. On your All Courses list, add your favorite courses to the  Dashboard by clicking the star icon to turn it orange. Refresh your Dashboard to see your changes.



- SNHP Demo Course - Blackboard
- SNHP Demo Course - Blueprints
- SNHP Demo Course - Faculty
- SOM Demo Course - Blueprints
- SOM Demo Course - Faculty

2. Your academic courses for this term will state "Fall 2021" and have "FA21" in the title. You will teach in these courses and Banner will manage your student enrollments for you.

All courses stating "Blackboard" are a copy of your content moved over from Blackboard; they are NOT your academic course to teach in. You can copy content from them into your academic course to reuse.



3. Still not able to see your Canvas courses? Contact your department to ensure you're added as instructor of record in Banner. Banner tells Canvas who to enroll in the courses 4 times a day.
4. Don't see an older Blackboard course you need content from? Contact Adela Gott at its@uiwtx.edu.

□ Change Your Course Start and End Dates

In Course Settings, change Participation to set accurate **Start** and **End** dates/times, then scroll down to click **Update Course Details** to save the changes. If you are teaching multiple sections, it is easiest to update each section Start and End BEFORE cross-listing.

Participation:

Course: [dropdown]

Course participation is limited to course start and end dates. Any section dates created in the course may override course dates.

Start

May 10, 2021 at 12:00am CD1 [calendar icon]

End

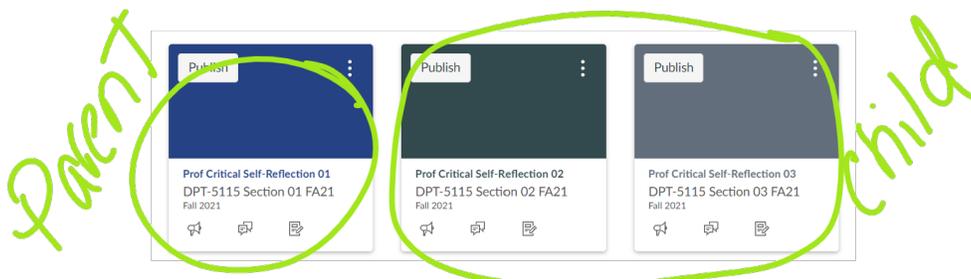
[calendar icon]

Restrict students from viewing course before course start date

Restrict students from viewing course after course end date

□ Cross-list Your Sections to Manage a Single Course

If you are teaching multiple sections and want to manage a single course instead, be sure [to cross-list your Canvas courses](#). Select and open a parent course to be your single course and copy its course code at the end of its URL. Then go into the other child sections to **Settings** and select the **Sections** tab at the top of the page. Click the section name link to open the child course section and push the **Cross-list this Section** button on the right. Paste the parent course code in the ID box and confirm it registers the correct parent course before selecting **Cross-list this Section** to save.



□ Enroll Colleagues and Other Users Not Handled by Banner

All instructors of record and students are given access to Canvas through Banner – Canvas imports updates four times every day. Users added through Banner cannot be edited or removed by a Teacher role, any adds or role changes for these users must be processed through Banner. Teacher roles in Canvas can add non-Banner users to their courses in the People feature using an email address. The user then needs to accept the invitation on their Dashboard to gain access.

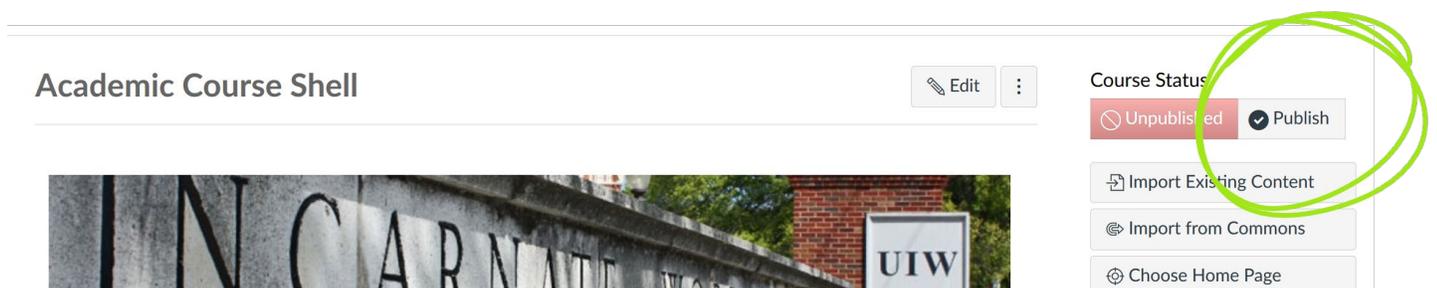
[How to add a user to your course](#) | [How to remove a user from your course](#)

Roles an instructor can add/remove include:

1. **Teacher**: Most editing and viewing access of all the roles. A user with Teacher role can add, edit, and delete content, manage student grades, publish/unpublish the course, change the settings, and add/remove users. Teachers will receive grading To Do notifications.
2. **Colleague**: A custom role for UIW faculty who share their courses but are not official teachers. This role gives access to view and edit content but not grades and will not notify the user of grading To Dos.
3. **Teaching Assistant**: Like the Teacher role but is unable to manage Sections, final grades, Learning Outcomes, Observer connections to students add/remove users.
4. **Designer**: Can edit and add content but is unable to access student grades.
5. **Affiliate**: A custom view only role for users contracted to provide a service to UIW, such as closed captioning for student support.
6. **Observer**: View only role. Enrolling a guest with an observer role allows access to the course without being able to affect any course data or participation. When paired with a student, this role cannot submit work on behalf of the students they observe, but they can see student grades, assignments and events, and course interactions. How do I [generate a pairing code for an observer](#) as an instructor? How do I [link a student to an observer](#) in a course?

□ Publish Your Course Before the Start Date and Time

Once you have built and checked your Canvas course for accuracy, be sure to press the **Publish** button on the Home page before the Course Start date and time you set. Students can only enter and work in a Published course.



The screenshot displays the 'Academic Course Shell' interface. At the top left, the title 'Academic Course Shell' is visible. To its right are 'Edit' and a menu icon. Below the title is a banner image featuring the text 'INCARNATE' and the 'UIW' logo. On the right side, the 'Course Status' section shows two buttons: 'Unpublished' (with a red circle and slash icon) and 'Publish' (with a checkmark icon). The 'Publish' button is circled in green. Below the status buttons are four other options: 'Import Existing Content', 'Import from Commons', and 'Choose Home Page'.