Get Ready For the New Term: Fall Quarter Begins September 23, 2015
The new quarter courses with their student enrollments will be added to Canvas the first week in September.

Import Content from a Design Course
If you have already created your course content in a design shell, you can easily import that content into the Fall course section by following this guide: https://community.canvaslms.com/docs/DOC-2685

Copy an Existing Canvas Course:
You can also import content from an existing course that was taught previously. To copy content from an existing Canvas course follow this guide: https://community.canvaslms.com/docs/DOC-2685

Building a Course from Scratch
- Upload your syllabus: https://community.canvaslms.com/docs/DOC-1862
- Create a Welcome Announcement: https://community.canvaslms.com/docs/DOC-1807
- Add files: https://community.canvaslms.com/docs/DOC-2553
- Create assignments, discussions, quizzes: https://community.canvaslms.com/docs/DOC-2559
- Set-up course navigation: https://community.canvaslms.com/docs/DOC-2555
- Use modules: https://community.canvaslms.com/docs/DOC-2827

A La Carte Course Modules
The following Canvas export package contains modules that can be imported into any course. The modules are designed by CWU content specialists and provide faculty with pre-packaged student resources on the following topics: 1) Plagiarism/Digital Citizenship, 2) Online Student Essential Resources, 3) Library Resources.

Check out the a la carte course modules in the CWU Instructor Resource Course in Canvas: https://canvas.cwu.edu/courses/18319

Combined Course Sections in Canvas:
Sections that have the same course ID (BIOL301), same instructor, and same teaching modality (face-to-face, hybrid, or online) will be automatically combined. This allows you to teach all sections from one Canvas course. Instructors can still specify assignments for individual sections and filter the gradebook by section:
• Differentiated Assignments by Section: [https://community.canvaslms.com/docs/DOC-2642](https://community.canvaslms.com/docs/DOC-2642)
• Filter Gradebook by Section: [https://community.canvaslms.com/docs/DOC-2792](https://community.canvaslms.com/docs/DOC-2792)

If you do not wish your sections to be combined, please complete the following request, and we can separate the course sections: [http://www.cwu.edu/online-learning/separate-course-sections](http://www.cwu.edu/online-learning/separate-course-sections). Note: sections cannot be separated after any assignments have been submitted in Canvas.

**Make Your Course Available**
A best practice for making your course available is to publish the course on or before the first day of the quarter. Be sure to upload a syllabus and welcome announcement before publishing your course. How to publish your course: [https://community.canvaslms.com/docs/DOC-2707](https://community.canvaslms.com/docs/DOC-2707)

**Restrict Student Access to Course Content**
As an instructor, you can set restrictions for student access to course content before or after the start and end dates for the course, so students cannot view any content before the course begins or after the course ends. If you make no changes to your course settings, the course content will be available to students once it is published. [https://community.canvaslms.com/docs/DOC-1931](https://community.canvaslms.com/docs/DOC-1931)

**Procedure Change - Concluding Courses in Canvas**
In response to faculty requests, we have updated the course concluding procedure. The new procedure will keep Canvas courses active for one additional term, for faculty only. For example, the current summer courses will be available until the end of Fall 2015.

As a result, the Courses menu will contain all active courses (e.g., Summer and Fall). To customize the Courses menu, follow this guide: [https://community.canvaslms.com/docs/DOC-1288](https://community.canvaslms.com/docs/DOC-1288)

**Training for Canvas**
Workshops are available on-campus and via web-conference to help you learn how to use Canvas. Please check the HR Calendar for upcoming workshops: [http://www.cwu.edu/hr/calendar](http://www.cwu.edu/hr/calendar)
To register for workshops, please login to MyCWU > Main Menu > Human Resources > Self Service > Learning and Development > Request Training

**Faculty Canvas Support Resources**
On-demand resources for faculty can be accessed from the [Canvas Faculty Support Page](http://www.cwu.edu/hr/calendar). If you have any questions contact Delayna Breckon (dbreckon@cwu.edu or x1172)
For Premium 24/7 Canvas Faculty Support call: 1-877-399-8897