

# Spring 2026 Start of Quarter Procedures for Canvas Course Management

## Spring 2026 courses Now in Canvas

### Canvas Updates

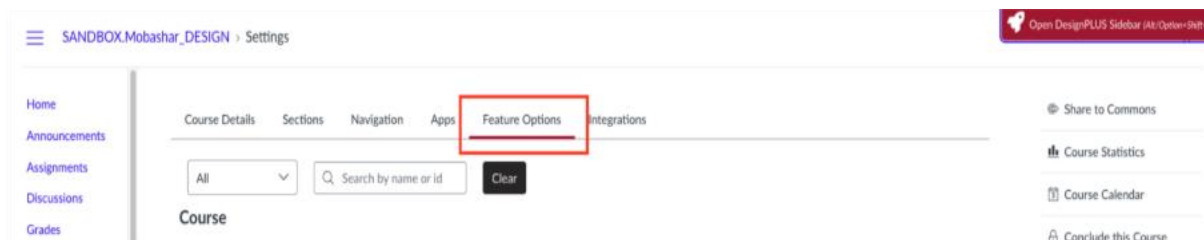
If you have already overridden the populated syllabus content you can restore it by following this video guide: [How do I Restore Syllabus Policies?](#)

[MS Excel and Lockdown Browser](#) - The Lockdown Browser has added the ability to use the full Excel app instead of its built-in spreadsheet tool. However, this is currently only available for quizzes using Respondus Lockdown Browser and Monitor.

[LockDown Browser](#) – The Lockdown Browser has added a “Screen only” option if using monitor. Previously webcam was also required for monitor. Additionally, MS Word and Excel are now allowed also. However, students would need to have Word and Excel applications installed on their devices. Office 365 will not be compatible.

### AI Tools in Canvas

All current AI tools in Canvas are “Feature Options” that can be turned on in the course settings area. Click the “Feature Options” tab at the top.



[Smart Search](#) - Smart search is an AI tool that allows instructors to search for content within their Canvas course. Once enabled, you will see the “Smart Search” option in your course navigation menu (Blue links on the left). This is available for both instructors and students. Students can only search for content they have access to.

[Discussion Summary](#) - Discussion summary allows users to get an overall summation of the responses using AI. It analyzes the responses and then creates a summary of what participants are saying. It creates a consensus or themes within the responses.

[Ignite AI Generator for Rubrics](#) - The IgniteAI Generator for Rubrics allows you to generate editable rubrics with AI-suggested criteria, point values, and performance levels based on the assignment name and description.

[IgniteAI Insights for Discussions](#) - In Discussions, the Discussion Insights Dashboard uses an AI-powered tool to help educators quickly evaluate the relevance and quality of student replies.

[IgniteAI Question Authoring for Quizzes](#) - In New Quizzes, you can use IgniteAI Question Authoring for Quizzes to create questions based on course content.

**See last page for Course Checklist.**

## Requests for Independent Study, Practicum or Research Courses

If you need a Canvas course for a class that ends in 90, 92, 96, 96 or 700 please submit the [Independent study, Practicum or Research Canvas Course Request Form](#).

Faculty are responsible for publishing their Canvas course. Students cannot view or participate in the course until it is published. **Canvas courses should be published by the first day of instruction, March 31<sup>st</sup>, by 8am.**

## Combined Course sections in Canvas

Course sections that share the following criteria will again automatically be combined in Canvas:

1. A Course ID (Ex: ENG101)
2. Instructor of record
3. Teaching modality (online / face-to-face)

Within a combined Canvas course, faculty can still:

- [Set differentiated due dates by section](#)
- [Filter the gradebook by section](#)
- [Send out announcements by section](#)

What if I do not want my course sections combined?

If you do not want your course sections combined, complete the [Separate Combined Course Sections Request form](#). Course sections cannot be separated after the term has started or assignment submissions have been made.

Cross-listing Canvas Course Sections: If your course sections are not automatically combined in Canvas but meet the criteria for cross-listing, complete the [Canvas Cross-listing Request form](#).

**See last page for Course Checklist.**

## Canvas Course Checklist

To learn more about how to complete the task in the checklist below, follow the link to the Canvas guide. For 24/7 Premium Faculty Canvas Support call: 1-833-209-6110.

- Set course [homepage](#)
- [Create a banner for Canvas front page](#)
- Upload [syllabus](#)
- Create welcome [announcement](#)
- Set-up course [navigation](#)
- [Import content](#) from another Canvas course (Choose 'Select specific content')
- Import shared resources from [Canvas Commons](#), when applicable
- Create [assignments, discussions, quizzes](#)
- Use [modules](#) to organize course content
- If using LockDown Browser, click on the LockDown Browser link to verify settings
- Review course using the [student view](#)
- Important:** [Publish](#) course by 8am on the first day of the quarter

### Faculty One-On-One Instructional Design Consultation

Faculty can [book 30-minutes instructional design consultations](#) with one of the Multimodal Learning Team Members. Choose from the following categories: *Instructional Design, Canvas Technologies, Digital Accessibility, Panopto/Kaltura or other instructional video questions.*

### Faculty Canvas Support and Help

- [CWU Instructor Resource Course](#): Requires CWU login. This course provides guides and instruction on all CWU Instructional Technologies.