

## Canvas Procedures

**Updated 2025.02.18**

### Canvas Use

Canvas is used to teach fully online courses and provides a digital platform to supplement and facilitate in-person and hybrid course modalities. Canvas is only used for academic purposes. Requests by departments or programs who want to use Canvas for staff related trainings or file storage will be denied and referred to IS for O365 solutions that meet their needs.

*Note: Exceptions include academic advising*

### Adding Courses to Canvas

Winter, Spring and Summer term courses are added to Canvas about 4 weeks before the new term start date. Fall courses are added 6 weeks before the term start date. All courses in MyCWU with enrollments that are open for registration are added to Canvas except independent study, practicum or research courses that end in 90, 92, 95, 96 or 700. These courses can be requested by faculty teaching them using the [Independent Study, Practicum or Research Canvas Course Request Form](#).

### Canvas Design Courses

Faculty can request a design course for a course will be teaching. Design courses are not used for teaching, but for developing content before a course is taught. Course content can be imported from the design course into the automatically created term course with student enrollments. Do not pair publisher content with a design course, it should only be done

with the term course. [Canvas Design Course Request Form](#)

Teaching Multiple Sections of the Same Course

Course sections with the same:

- Instructor of record
- Course ID (ENG101)
- Course modality (in person, asynchronous online, real time synchronous online, hybrid or distance education)

will be automatically combined into one Canvas course.

Students within a combined course will only be able to view the section number of students enrolled in their same section, which complies with FERPA regulations.

**Important:** Course sections CANNOT be separated after the start of the term, unless there have been no assignment submissions/grades posted. Student submissions will be deleted when course sections are separated.

Faculty can:

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

Faculty can request to have course sections separated, if preferred, by completing [Separate Combined Course Section Request Form](#)

Course that are cross-listed in the CWU Catalog can be combined within Canvas. Faculty need to complete the [Cross-](#)

[List request form](#) to have them combined.

After the Term is Over

Courses conclude (become read-only) for students on the day grades are due at 11:59pm. Courses conclude for faculty on the last day of the following term. Concluded courses can be imported into new Canvas course shells.

Students with Incompletes

Faculty should set up the Canvas course for a student with an incomplete before the term concludes (closes). This will allow the student to continue to submit assignments until the prescribed date, after the term is over. Faculty will also be able to continue to grade student submissions until the prescribed date. Guide: [Set Up Canvas For A Student With An Incomplete](#)  
After the term has closed a Canvas Admin will need to assist with setting up Canvas for a student with an incomplete.

Updating Course Enrollments

All course enrollments are managed through the Student Information System (SIS), also called MyCWU. Registrations and enrollments made in MyCWU are added to Canvas the following day via the morning SIS Import. We do not recommend adding students manually to courses.

Faculty Enrollment in MML Resource Course

All faculty are added to the CWU Instructor Resource course where information on all CWU Instructional Technologies exists. The course is populated using the following query  
CWCAN\_ALL\_FACULTY\_B.

**Note for admins:** The query pulls all faculty with an active job.

Faculty with an active job, who are not on the current term instructor table will report an error on the SIS Import page in Canvas Administration. These faculty are typically coaches or non-teaching faculty.

[Access to Canvas Courses: Requests from Department Chair or Dean](#)

The Department Chair can request access to any course within their department. Access will be granted after the instructor of record gives permission. In the event the instructor is no longer at CWU, access is granted immediately.

Requests to access a Canvas course from an academic Dean will be granted after confirmation with the Faculty Relations Coordinator. Requests must be submitted by email.

Emergency changes to instructors can be expedited by the Canvas Admin via the Chair's request at the same time they are sent to Academic Scheduling but must also include confirmation from the instructor of record. In the event the instructor is no longer at CWU, the change will be made immediately. *Draft: Faculty are given 48 hours to respond to an emergency request. If they do not respond, access is granted to the Dept. Chair.*

[Sharing Canvas Course Content](#)

Faculty who want to share Canvas content with other faculty can do so through Canvas Commons or [Create a Canvas Export Package](#) to share via OneDrive. The new faculty can [Import the Canvas course export package](#) into their own course. Canvas Commons allows faculty to share course content with a specific department, program or the entire CWU community.

[Access to Canvas Courses: Requests from other faculty](#)

Faculty can add fellow instructors to an active Canvas course. If two instructors are co-teaching, they should both be added to the instructor table by Academic Scheduling. Do not manually add an instructor, if you are co-teaching. Once the course has concluded, a Canvas Administrator will need to add additional instructors. This is done only in the case of a peer review and with the instructor of record making the request.

Canvas Administrators will not give another faculty member access to an instructor's course without written permission from the instructor of record. And a Canvas Admin will not add faculty to concluded courses just to share course content.