Start of Quarter Procedures for Canvas Course Management

**IMPORTANT INFO:** Blackboard will be discontinued and all archived Blackboard courses will no longer be available after Spring quarter 2015. Please export your Blackboard courses before Spring quarter ends to continue to access your content. Here are guides for exporting a Blackboard course: [https://www.cwu.edu/online-learning/blackboard-migration](https://www.cwu.edu/online-learning/blackboard-migration)

**Make Your Course Available:**
Publish your Canvas course on or before the first day of the quarter. It is recommended that you have uploaded your syllabus and a 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. [https://community.canvaslms.com/docs/DOC-1931](https://community.canvaslms.com/docs/DOC-1931)

**Combined Course Sections in Canvas:**
Sections that have the same course ID (BIOL301), same instructor, and same modality (face-to-face, hybrid, or online) will be automatically combined. This allows you to teach all sections from one Canvas course. Instructors can specify assignments for individual sections, and can filter the gradebook by section.

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)  
*Sections cannot be separated after any assignments have been submitted to Canvas.*

- 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)

**Building a Course in Canvas:**
- Upload your syllabus: [https://community.canvaslms.com/docs/DOC-1862](https://community.canvaslms.com/docs/DOC-1862)
- Create a welcome announcement: [https://community.canvaslms.com/docs/DOC-1807](https://community.canvaslms.com/docs/DOC-1807)
- Add files: [https://community.canvaslms.com/docs/DOC-2553](https://community.canvaslms.com/docs/DOC-2553)
- Create assignments, discussions, quizzes: [https://community.canvaslms.com/docs/DOC-2559](https://community.canvaslms.com/docs/DOC-2559)
- Set-up course navigation: [https://community.canvaslms.com/docs/DOC-2555](https://community.canvaslms.com/docs/DOC-2555)
- Use modules: [https://community.canvaslms.com/docs/DOC-2827](https://community.canvaslms.com/docs/DOC-2827)
Copy an Existing Canvas Course:
To copy content from an existing Canvas course follow this guide:
https://community.canvaslms.com/docs/DOC-2685

Canvas DESIGN Courses:
The Office of Multimodal Learning recommends that instructors develop course content within a DESIGN course shell. The DESIGN course will enable you to continue to make changes and edit your course materials after the term has expired. You can request multiple DESIGN courses using this request form: http://www.cwu.edu/online-learning/canvas-course-request

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
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

For premium 24/7 Canvas Faculty Support call: 1-877-399-8897

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