

Semester Start-Up Guide

This guide is meant to assist you with the basics of getting your semester’s courses up and running in MyCanvas. We will be looking at the following items:

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Cross-listing: Pros and Cons of Merging Multiple Courses

Cross-listing is a process that merges together two or more course sections - each identified by a unique **Course Registration Number (CRN)** and given its own individual course shell in MyCanvas - into one course shell. This merging eases certain elements of course administration.

In MyCanvas, cross-listing does not create a new course shell. Instead, the students are moved from one course into the other, and the name of the destination course will not change.

Manual Input Option:

Main Course CRN.TERM (This will be the course that holds all the Sections after Crosslisting)

Section 2 CRN.TERM

Add More Section's

Section 3 CRN.TERM (Optional)

Whether you cross-list your courses or not normally depends on the following pros and cons:

Pros	Cons
<ul style="list-style-type: none"> • Can make changes in one course instead of several, including: <ul style="list-style-type: none"> ○ Updating content in Modules ○ Sending out an Announcement to all of your students ○ Make modifications to your online assessment structure ○ etc. • You can filter the SpeedGrader, Inbox, and Grades tools by Section in order to still list students by the CRN they are enrolled in • Allows students to work together online across multiple course sections in tools like Groups and Discussions (note: you can choose to restrict this functionality) 	<ul style="list-style-type: none"> • Need to take additional steps to interact with a specific section, including use of Assign To and/or Post To to provide: <ul style="list-style-type: none"> ○ Different due dates for a given Assignment Folder ○ Different availability dates for a given Quiz ○ Visibility of a given Announcement ○ etc.

If you wish to cross-list your courses, please complete this form:

<https://www.mohawkcollege.ca/form/mycanvas-help>

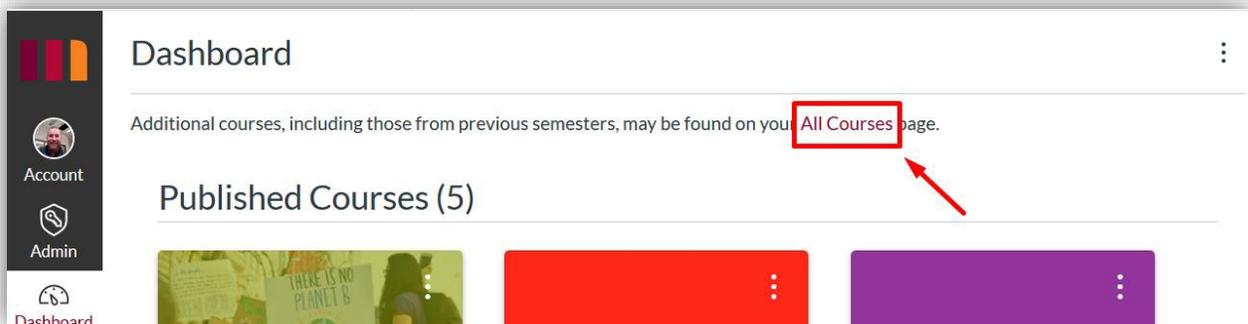
Completion of this form will automatically submit a ticket to the **MyCanvas System Administrator** to track this request. One submitted form for each specific cross-listing request is required. Please allow 2-3 business days for these requests to be completed.

- **We recommend only cross-listing courses with the *same name*.** For example, if you cross-list the students from “Aircraft Maintenance” into “Aircraft Systems,” then both groups of students will be in “Aircraft Systems” and the students who have moved will no longer see “Aircraft Maintenance” in their course list.
- **Cross-listing should be done while courses are *unpublished*.** Coursework is retained with the course, not with the section enrollments, so if a published course is cross-listed, all cross-listed enrollments will lose any associated assignment submissions and grades.

Favouriting Your Semester’s Courses to the Dashboard

You can select specific courses as “favourites” to your MyCanvas **Dashboard**. Only courses from the current semester, a future enrollment, or continuous courses, like a Blueprint or Sandbox, can be favourited.

Click on **All Courses**, either above your published courses or at the bottom of the **Courses** section in the **Global Navigation**, to find a list of all the courses you are enrolled in.



Find the courses you would like to favourite. Courses for the current semester will be in the top section, while those for the up-coming semester will be in the bottom section called Future Enrollments.

Course Registration Number (CRN) and Term Code

All courses offered each semester are identified by a unique 11 digit number. This is the easiest way to identify a specific course in a given semester.

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Course Registration Number (CRN):

- Unique to every course in a given semester
- When combined with the **term code** provides a unique identifier for every course in **MyCanvas**

Term Code:

- First 4 digits correspond to the **current year**
- Fifth digit is the **current term**:
 - 1 – Winter
 - 2 – Spring/Summer
 - 3 – Fall
- Sixth digit is the **delivery method**:
 - 0 – Continuing Education
 - 3 – Apprenticeship
 - 5 – Post-Secondary

Favouriting Courses

Find the course you would like to favourite and click the star on the left hand side to make it orange. It will now appear on your MyCanvas **Dashboard**.



Copying Content From a Blueprint/Prior Offering to a Current Course

The quickest way to get your new courses populated with all the required content, online assessments, gradebook structure, etc. is to copy such materials from either:

- The **Blueprint** for that course offering:
 - A blueprint is a development space where the **course lead** and any other instructors designing or delivering the course are enrolled

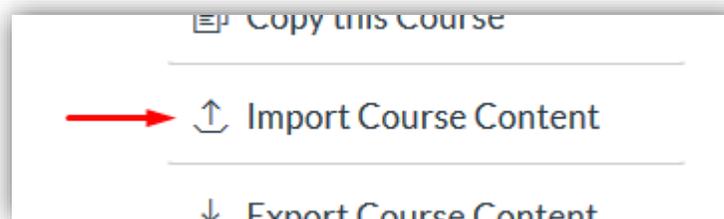
- It is functionally the same as a regular course shell in MyCanvas, with the noted difference that it is not tied to a semester and students are not enrolled in it
 - If you are a new instructor, it's a good idea to inquire within the area in which you teach to see if there is a Blueprint for the course(s) you are teaching and connect with your **Educational Technology Specialist** who can enroll you into the required Blueprint(s)
 - Once you are enrolled in a Blueprint as a **Teacher** you can use it as a source for copying materials into your semester's course shells
- b) A **prior offering** of the course from a previous semester
- Copying from a prior offering of a course as opposed to a Blueprint is normally preferable if:
 - A Blueprint does not exist for a given course you are teaching
 - You have taught a course previously and personalized it in that prior offering
 - A prior offering is more up to date than the Blueprint

Once you know what you wish to use as the **source** for the copying process, you can then copy all the materials from that course into one of your current course shells by following these steps:

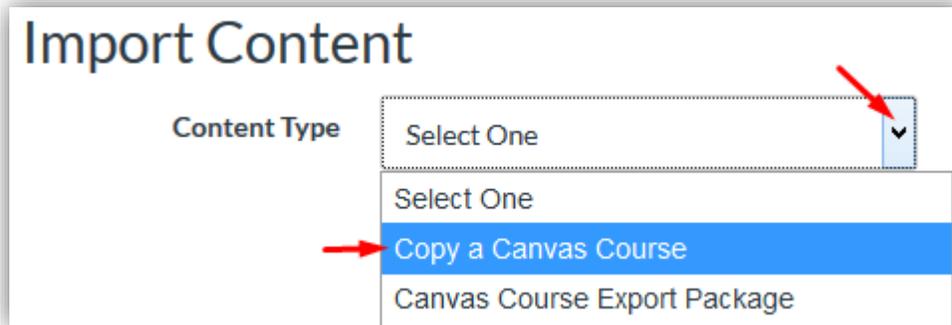
1. Go into one of your current semester's course shells that you wish to copy content into from either a **Blueprint** or **prior offering**. Once there, navigate to the **Settings** link at the bottom of the course's **Navigation** on the left-hand side of the page.



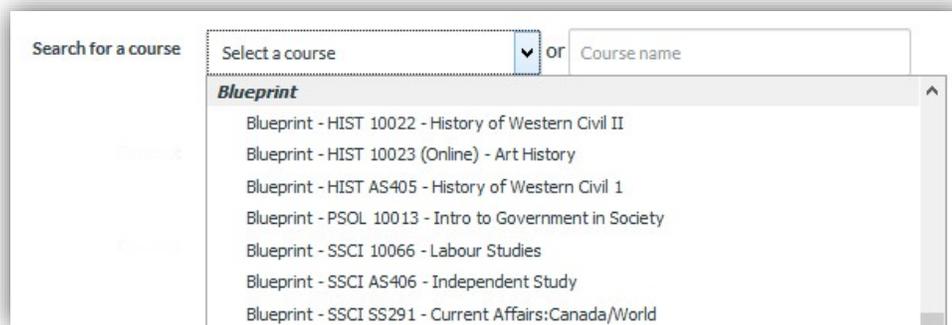
2. Go to the quick links within **Settings** and select **Import Course Content**:



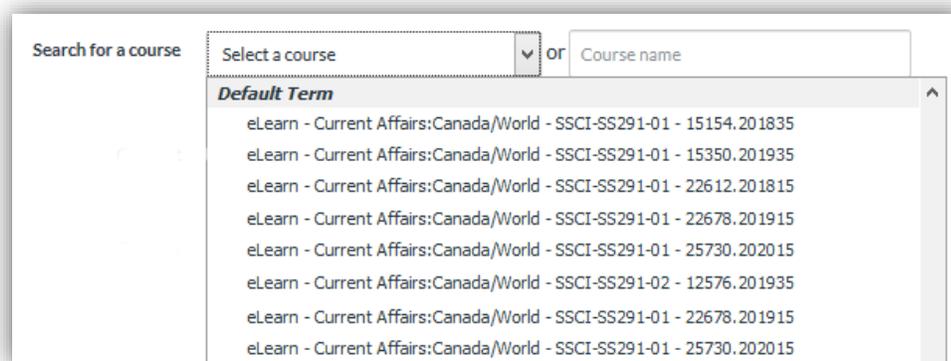
3. Click on the drop-down menu beside **Content Type** and then select **Copy a Canvas Course**:



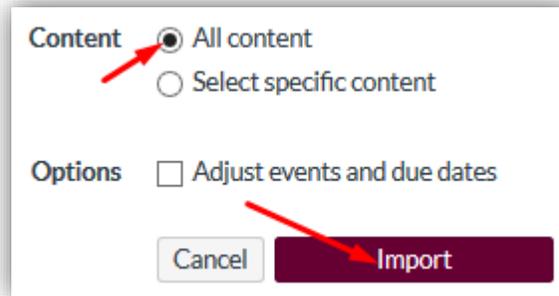
4. If you are planning to copy all the materials from a **Blueprint**, then beside **Search for a course** click on the **Select a course** drop down menu, and navigate down into the **Blueprint** section and pick the appropriate course:



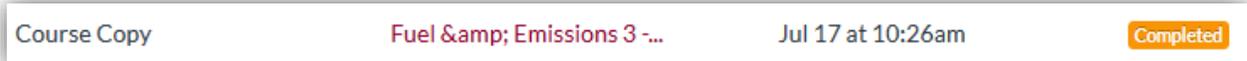
If you are planning to copy all materials from a **prior offering** of the course that was delivered in **eLearn**, then under the **Select a course** drop down scroll to **Default Term** and all of your prior eLearn courses will be prefaced with "**eLearn -**". Select the course you wish to import:



5. Under **Content** choose to import **All content** and then press the **Import** button:



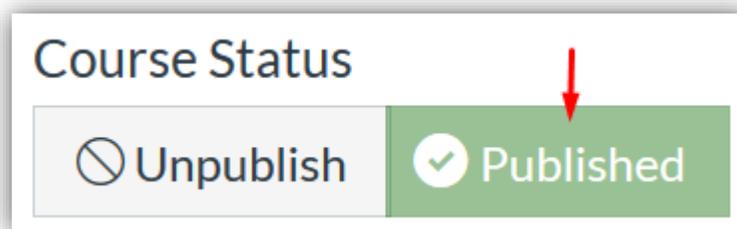
6. Under **Current Jobs** you should see your current import go from **Queued** to **Running** and then finally to **Completed**:



Your course should now be populated with the contents of the course you imported.

Publishing Your Course

Once you have imported contents into your current semester's course shell, you will need to **Publish** the course for it to be accessible to your students. Note that by default, all new semester courses are **Unpublished** by default. To publish your course go to the **Home** page and switch the courses status here:



Also note that even when a course is published, it will not be available for students to access until the date specified in the **Starts** field in **Settings** has passed:

Starts: Sep 8, 2020 at 10:49am

Ends: Dec 31, 2020 at 12am

Students can only participate in the course between these dates
When selected, the course is in a read-only state outside these dates.

Restrict students from viewing this course after end date

Restrict students from viewing this course before start date

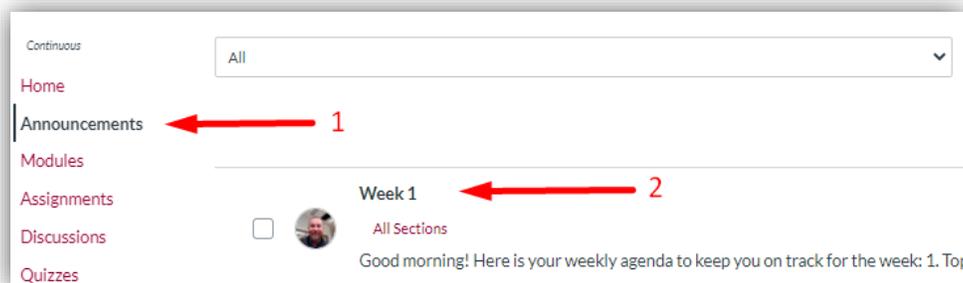
Updating Dates in Assignments, Quizzes, Discussions, and Announcements

Each semester, you will need to update the due dates for any course **Announcements**, **Assignments**, **Discussions**, or **Quizzes**.

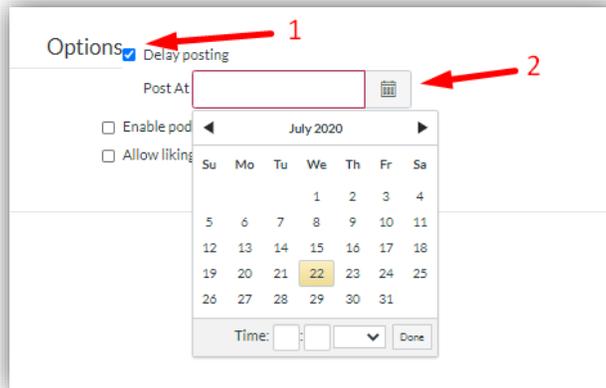
Announcements Dates

You can schedule your course **Announcements** to release on specific days over the semester.

1. Navigate to the **Announcements** tool in the **Course Navigation** and then click on the title of a specific announcement.



2. Select **Edit** in top right corner.
3. If not already selected, then select the **Delay Posting** check box under Options at the bottom of the page and then enter the date you want the Announcement released in the **Post At** field.

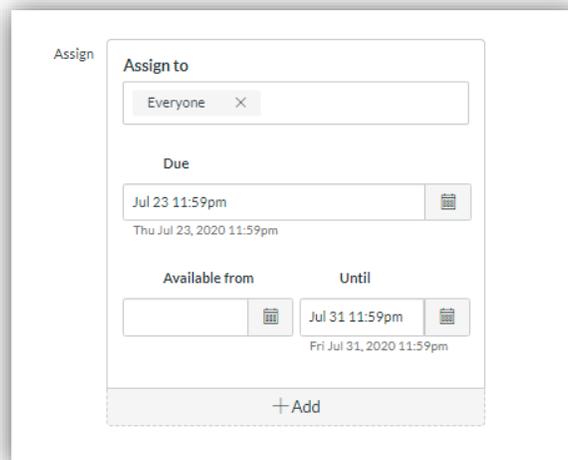


Assignments, Discussions, and Quizzes Dates

Note: **Due** dates appear in your students' **Calendar**, **To Do**, and **Coming Up** tools. As these features help your students keep track of their course work and easily navigate to the submission pages, we recommend you use the **Due** dates feature in your courses.

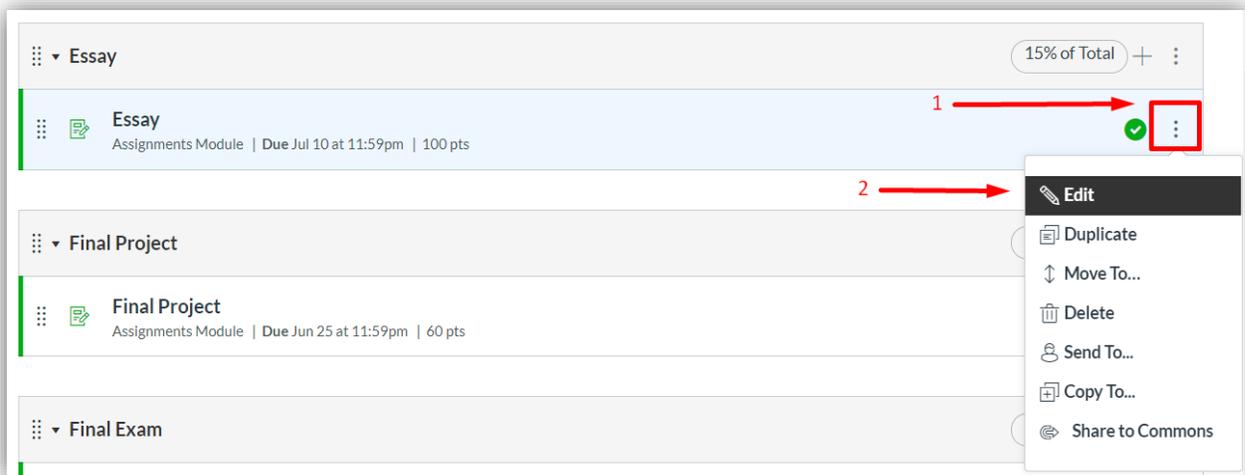
Option 1: Change **Due** and **Availability** Dates

1. Navigate to the **Assignments** tool in the **Course Navigation** and click on the name of the **Assignment, Discussion, or Quiz**
2. Select **Edit** in top right corner.
3. Scroll to the **Assign** section at the bottom of the page, select the students whom the dates will apply to under **Assign to**, and enter the **Due** and **Availability** dates. You can set separate due dates for specific students, groups, or sections by clicking **+Add**.

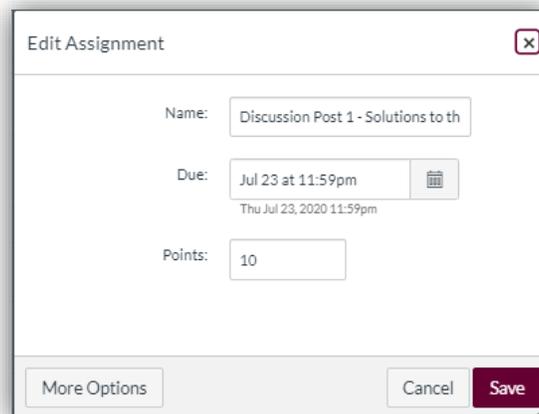


Option 2: Change **Due** dates in the **Assignments** tool.

1. Navigate to the **Assignments** tool in the **Course Navigation**.
2. Click on the **More Options** menu (the three dots or 'kebab') on the right-hand side of the assessment and select **Edit**.



3. Enter the Due date in the pop-up window that appears.



Bulk Edit Assignment Dates

You also have the option to bulk edit the Due and Availability dates of your Assignments, Discussions, and Quizzes. For detailed instructions, visit Canvas's "[How do I bulk update due dates and availability dates as an instructor?](#)" document.

Adjust Events and Due Dates During Course Copy

You can adjust all course dates when you import the course content from the previous course shell. The dates are adjusted based upon the course start and end dates, with all dates moved forward to reflect the start date of the new semester. For detailed instructions, please visit Canvas's, "[How do I adjust events and due dates in a course import?](#)" document.