ICC Canvas Information – Spring 2022

Spring 2022 Canvas course sites are now available
Course sites have been generated in Canvas for all ICC course sections in the Spring 2022 schedule. The class roster in these Canvas sites will sync to the official roster in eServices three times a day (approximately 6AM, 11AM, 4PM).

If you sign into Canvas, you should have a “course card” like the one above for each of your course sections. If you are assigned as the instructor of a course section in eServices, you should see a corresponding course site for that section in Canvas.

Note: If your Canvas dashboard is becoming crowded with too many course cards for your liking, you can choose to have only a select group of favorites display on the dashboard. You will still have access to the rest through the Courses area. How do I customize my Courses list as an instructor?

Unpublished Canvas courses will never be visible to students
If you do not plan to teach in Canvas during the Spring 2022 semester, you do not need to do anything with the Canvas course sites that were generated for your sections. The Spring 2022 Canvas course sites are unpublished, which means they will never become visible to your students.

We need you to tell us if you plan to teach in Canvas—respond to brief survey to identify sections to be taught in Canvas
Instructors planning to teach in Canvas in the Spring 2022 semester need to let us know—if you have not already done so, please complete the Spring 2022 Survey to identify the course sections you plan to teach in Canvas.

Faculty must publish the Spring 2022 Canvas course sites they plan to use
Because teaching in Canvas is optional this semester, the Spring 2022 Canvas course sites were created in an unpublished state that keeps them hidden from the students. If you intend to use Canvas for one
or more of your courses, you will need to make sure to click the Publish button on the courses you intend to use. This does NOT immediately make your Canvas course available to the students. After a course is published, course visibility for the students is controlled by the term dates, or the course dates. **How do I publish a course?**

Published Spring 2022 Canvas courses open to students on the first day of the semester, by default, and stay open to students 45 days past the end of the semester, by default. The Canvas course sections you have chosen to publish will remain hidden from students until the first day of the semester (January 18), by default. Just after midnight on January 18, your published Canvas course sites will open to your students. By default, student access to your Canvas site will shut down again 45 days after the last day of the semester (June 30).

Instructors can set their own start and end dates for their Canvas course sites, which will over-ride the default term dates that would otherwise take effect. In each Canvas course sites settings area, instructors have the option to set their own course start and end dates to control the timing of when their Canvas site becomes available to their students. If no dates are entered, the default student access dates set for the term will take effect (Jan 18 - Jun 30). Canvas course dates set by the instructor over-ride the term dates. If you want to open your published Canvas site earlier (or later) than Jan 18, enter a start date. If you want to keep your Canvas site open to students longer than Jun 30, or close earlier than June 30, enter a course end date. **How do I change the start and end dates for a course?**

Instructors can use the Course Import tool to copy content from their Canvas Prep Sites or from Canvas courses from a prior semester into the new sites that were generated for the upcoming semester. Quickly copy the content of one Canvas course into another using the Course Import tool. Access the Course Import tool in the new, blank Canvas course site that was generated for your course section to pull in content from a Canvas Prep Site or from a Canvas course from a prior semester. **How do I copy content from another Canvas course using the Course Import tool?**

If you are uncertain if your teaching assignments will change, build your course content in a Canvas Prep Site rather than the live course shell and then use the Course Import tool to transfer over the material closer to the start of the semester. The Canvas course site that was generated for your course is tied to the course section in eServices. If you are uncertain if the course will be cancelled or reassigned to someone else, build your course content in a Canvas Prep site. When your schedule is finalized, you can use the course import tool to copy your material from your Prep site into your assigned sections. **Use the Canvas Prep Site Request Form if you need additional Prep Sites.**

Instructors can cross-list (merge) their course sections to teach multiple course sections from one Canvas course site. The course “merge” feature in Blackboard is referred to as “cross-listing” in Canvas. Cross-listing allows the instructor to combine two or more sections of the same course into one Canvas site. **NOTE: This is something that can be done prior to the beginning of the course; you should not attempt to cross-list...**
your courses part way through the semester—active courses cannot successfully be merged. In Canvas, instructors can perform this cross-listing action themselves (if they have instructor access to all of the separate Canvas course sections involved). If you would prefer, you can still submit a request to the Teaching and Learning Center to have your Canvas sections cross-listed. How do I cross list a section in a course as an instructor?

Additional help materials, including recordings of the recent Canvas training sessions, can be found on our Canvas Resources site. Visit the new Canvas Resource Site to learn more about Canvas and access written and video guides to help you create Canvas courses and transfer material from Blackboard to Canvas.