Important Canvas Tips for Instructors

♦ Your live shells **will not** have an SB(sand box) identifier in front of the shell title.

♦ Make sure you pay attention to your **Course Status**. If you are not ready to have assignments, quizzes, or the entire shell visible to students, make sure the Unpublished icon is colored in like it is below. If the Published button is colored in, your class and all published pages are visible to students. Pay attention to these symbols below to identify published content.

♦ If you use **Modules**, it is very important to pay attention to the cloud at the top of each Module (see below). Even though the items within the module are published, they will **NOT** be visible to students because the Module is not Green (published). All you have to do is click on the cloud to make it published and visible to students (like the second picture)

♦ Check your Canvas rosters against your Banner rosters and notify us ASAP if there are any issues or students that should not be in your shell. My extension (7917) Unfortunately, because of the way Banner handles some dropped students, we do not have a drop record for them and they may linger in classes. If this happens, we can resolve it on the Canvas side by making a student inactive. All you do is go to the people tab, find the student, at the end of their name there is a settings gear. Select it, and choose deactivate user. This will make them unable to participate but you will still have them on your roster. They will be identified like the picture below.

♦ Copy your sand box material over to your live shell. To do this you need to be in the live shell => go to settings tab => select Import Content into this course either on the left hand side or bottom of the page(scroll down). You will be taken to an Import Content page. Use the drop down box to select the content type. You will choose **"Copy a Canvas Course"** a box will appear that allows you to search for the class you'd like to use the content from. Make sure you have the exact name of the shell so you copy the correct information. Then you select if you want all content or specific content only. You can adjust the dates of the shell if you need to and select import. You will be able to see when the content is done copying. If anything goes wrong during this process, it's ok, we can fix it, just give us a call. ☺ (7917)

Distance Learning

Help Desk

(661) 763-7917

TC TAFTCOLLEGE