Important Canvas Tips for Instructors

Your LIVE shells **will not** have an "SB" identifier in front of the title of the shell.

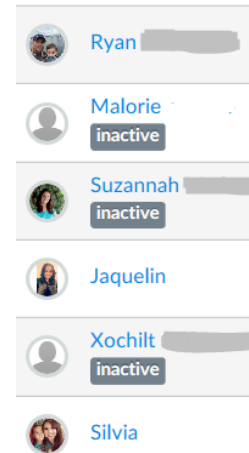### ADMJ 1501-20 MJ SP17   VS   SB ADMJ 1507 KP

Course Status: Make sure that your course is in **"PUBLISH"** mode on the first day of the course begin date. You can find your course status on the home page, or in the settings tab.

	Published	Unpublished:
On Home Page	Course is Published ✓	Course is Unpublished ⊘
In "Settings" Tab	Course Status: ⊘ Unpublish / ✓ Published	Course Status: ⊘ Unpublished / ● Publish

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Canvas Rosters vs BANNER Rosters: Make sure to check your Canvas roster and compare it to your Banner roster. BANNER is the roster that will always be most accurate. Canvas rosters are a little more clunky. **I apologize in advance.** Unfortunately Canvas will keep all student enrollment history. Even students that dropped before census. The cleanest place to see ACTIVE enrollment will be the gradebook. You should not see inactive enrollments there. Hopefully Canvas will design a way to group inactive students or hide them.

Ryan ▮
Malorie — inactive
Suzannah — inactive
Jaquelin
Xochilt ▮ — inactive
Silvia

Modules: If you use Modules, it is very important that you make sure each module is published. Even if all the content in the module is published, if the module itself is not published, students will not be able to access it.

Published   Unpublished: