Beginning of Term Checklist

Before your class becomes available to students, there are a few housekeeping items that we recommend you to address. If you need assistance in any of these items, feel free to contact canvas@yale.edu for more help.

⚠ Academic course sites are created in Canvas in coordination with the University Registrar’s Office*. Once courses are created, teaching faculty will receive an email and announcements will be posted in Canvas and on the Canvas login page.

- Fall sites are typically created in mid to late July
- Spring sites are typically created in late November or early December
- Summer sites are typically created in January

  * Upon request, some professional schools may opt to have their courses created earlier.

<table>
<thead>
<tr>
<th>Course Availability</th>
<th>Reusing Canvas course content in an upcoming term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are created once the registrar has confirmed they have the data of the courses running. Although it is a fluid date, generally fall term courses are available by late July, spring term courses are available in November, and summer term courses are available in April.</td>
<td>If you have previously used Canvas to teach your course, you can use the Canvas import tool in order to copy your previous course site to your new term’s course site. You will be able to reuse your syllabus, resources, assignments, discussion boards, etc. from your previous course.</td>
</tr>
</tbody>
</table>

✔ If you do not see your course on your Canvas Dashboard, go to “All Courses” to confirm that it is listed. For more information on customizing your dashboard, please see How to Favorite your Course.

✔ To request an umbrella site, please submit the Umbrella Request Form.

✔ For more information, please see Importing Content from Canvas Course.

✔ If you only want to copy some of the previous items, you can Select Specific Content to copy.

✔ If you had redirect links on the left navigation in your previous course, follow
✔ If you still do not see your course in Canvas @ Yale, please reach out to your registrar to confirm you are listed as the instructor of record.

✔ For more information about course availability, please see your respective Academic Calendar or contact your department.

### Migrated Classes*v2 Content

During summer 2017, all unique courses from the past eight years were migrated from Classes*v2 to Canvas. For more information on what was included in this process: [Classes*v2 to Canvas](#).

✔ Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

### Storage Quota

The standard storage quota for a course site on Canvas @ Yale is 1 gig. However, if you need additional space, you can email canvas@yale.edu and we will be happy to assist you.

✔ For audio and video files, we recommend you to use the Media Library. For more information on the use of the Media Library, please review the [Media Library](#) documents or contact medialibrary@yale.edu.

### Upload Your Syllabus

In order for your syllabus to appear on Yale's Course Search for students to view during the shopping period, you will need to upload your syllabus within the Syllabus Tool in your course site.

For more information on uploading your syllabus, please see [How to Upload Your Syllabus](#).

✔ If you upload your syllabus in Canvas @

### Publish your course

When you are working on your course site, your course is unpublished. Once you are ready, you need to make your course available for students to view your course and syllabus.

For more information on publishing your course, please see [Publishing Your Course](#).

✔ A course will not be visible to students until it is published. Also, once you have
Yale, the syllabus will appear in Course Search.

✔ It can take two to four hours for changes to appear in Canvas.

<table>
<thead>
<tr>
<th>Adding Guest users (non NetID)</th>
<th>Adding Guest users (NetID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to have non-NetID or Alum auditors added to your course site, you will first need to request a local Canvas guest account by submitting the <a href="#">Request Canvas Guest Account Form</a>.</td>
<td>As instructors, you have the ability to add active NetID users* to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.</td>
</tr>
<tr>
<td>Once a guest account is created for the user, you will be notified and then as instructor, you will be able to add this user to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.</td>
<td>✔ To add users to your course, please review the <a href="#">Add Users to Your Course</a> document.</td>
</tr>
<tr>
<td>✔ It can take 1-3 business days for the non-Yale Guest accounts to be created.</td>
<td>✔ <em>Alum auditors are not considered active NetID users and will need a local Canvas guest account created.</em></td>
</tr>
<tr>
<td>✔ To add users to your course, please review the <a href="#">Add Users to Your Course</a> document.</td>
<td></td>
</tr>
</tbody>
</table>

## Course Reserves

In order to set up your Course Reserves, please contact an e-Reserve Librarian. Their contact information can be found here: [Course Reserves Home](#). For more information, please see the [Using Canvas for Reserves](#) guide.

✔ If you are having issues accessing the reserves through Canvas, please contact an

## Shopping period

During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.

You will see participants with the roll of "shopper" added to your site. For more
e-Reserve Librarian first.

✔ If you do not see the Course Reserves link within your course navigation, please contact canvas@yale.edu.

✔ If you have any questions regarding accessibility of your content, please contact: accessibility@yale.edu or see the following help documents:
- Accessibility at Yale
- General Accessibility Guidelines

For more help, please contact canvas@yale.edu.

✔ Information about the Shopping Period, please see the Shopping Period Guide.

✔ Shoppers can appear in your course for up to two weeks after the shopping period ends. This is to ensure that student registration data is updated and completed.

✔ Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.

✔ Student enrollments can take up to four hours to appear in your Canvas @ Yale course.