



# Canvas Course Launch Checklist Transcript

## Intro (00:00)

Welcome to this tutorial: Canvas Course Launch Checklist.

You can pause and play as needed. In case you prefer a printed version, we have one available too.

Let's get started!

This tutorial covers the minimum steps needed to have your course ready on Canvas and welcome your students. If you need extra help, email us at [eSAIL@tamu.edu](mailto:eSAIL@tamu.edu).

## Agenda (00:28)

These are the actions covered in this course's agenda:

- Merging course sections. You may need this to not have to publish the same content several times.
- How to add teaching assistants (TAs)
- Marking your favorite courses to access them quickly
- How to import previous content into your new course
- Add an updated syllabus
- How to review and edit your welcome message, and finally,
- How to publish your course.

## Merge Sections (00:58)

Let's look at merging sections.

Start by opening your browser and navigating to [ORCA](#). The first thing to do is to merge your courses. This is an optional action but highly recommended.



Be sure to execute the merge before the deadline, which is usually one week before classes start. For details, check [Merge Sections of Canvas Course in ORCA](#).

Once you have logged in to ORCA, from the left menu, click "Request Combined Course."

**Note:** only instructors of record have access to merge their courses.

A list of your courses should populate on the screen. Courses that have already been merged show in dark gray.

1. Check the boxes of the sections you want to merge. If some courses are unavailable, you may not be the IOR, or the courses may not have been created yet in Compass.
2. When ready, click the "Next" button at the bottom of the page.

Here you can edit the new name of the merged section.

1. Edit the new name of the merged section. We recommend using the short Compass form to denote the term, like 25a for spring 2025. Or 25C for fall, etc.
2. Also, add the numbers of all sections with a slash (/) or a hyphen (-) if these are consecutive.
3. Finally, click the "Submit" button to finalize the merge.

## Add Teaching Assistants (TAs) (02:42)

Now, let's add your teaching assistants, or any other helper that will have access to your course. **Please note**, anyone that you add to the course must pass FERPA training.

1. Go to the ORCA homepage by clicking the "Home" link located in the top menu.
2. From the left menu, select "Enrollments."
3. Scroll all the way down and to the left to see the "Add Enrollment" link. Sometimes this link is difficult to see, so maximize your browser window if you are having trouble.

Continue to add the enrollment info.



1. Input your TA's UIN number and the rest of the information should automatically populate.
2. Select the desired role from the dropdown.
3. Click "Search Sections."

A window will pop up with the available sections.

1. Select the sections you want the TA to have access to.
2. Click the "Select" button on the bottom-right corner of the screen.

For more information on the differences between roles, see [Course Teaching and Learning Roles](#).

## Mark your Favorite Courses (04:02)

Let's mark your favorite courses, and unmark the ones you don't need, so you can keep them handy and remove clutter from your dashboard.

Let's go to Canvas and check your merged course. In your browser, navigate to [Canvas](#).

1. On the left menu, click the "Courses" button.
2. You might not see your new course there, so scroll all the way down until you see a link that reads "All Courses."

In this area, you can select and easily access the courses you want to mark as favorites.

1. Use the star icons on each course to mark or unmark courses.
2. Depending on how many courses you have taught in Canvas, you may have to scroll down to see the "Future Enrollments" section. This is most likely where your new courses will be.

## Import Content (05:03)

Let's work on bringing your previous content into your new course. If you are starting from scratch, you can skip this step.



If you bring content from a previous course, please check the [Copying Canvas Materials between Courses](#) section.

This is an important step since there are two different ways to bring over your content. Each has a different effect on the copied content. We will only cover the straightforward course copy method in this tutorial.

1. First, navigate to the course where you want to copy your content.
2. On the course homepage, find the "Import Existing Content" button located on the right side of the screen.

Please check our other tutorials for details if you want to perform an archival process and import a `course.imsc` backup file.

Select "Copy a Canvas Course" from the dropdown menu.

1. Look for your course content by typing to see which courses are available for you and select the course you want to copy from.
2. Select if you want to copy "All content" or if you want to "Select specific things."
3. Click the "Import" button.

## Add Updated Syllabus (06:31)

It's now time to add an updated syllabus to your course. Let's delete your previous syllabus first.

To get to the files area, click on the "Files" link in the left menu.

1. Use the search bar to find your syllabus or look through the files.
2. Select a file.
3. Use the three-button menu to delete it.

**Note:** You may already have multiple copies of your syllabus, so double-check for those.

Before you upload the syllabus, make sure the home page's icon points in the right direction.



1. Navigate to the course home page by clicking the "Home" link on the left menu.
2. Click the "Edit" button at the top of the page.

Scroll through the content until you reach the icons, which are part of the "Student Resources" section.

1. Click the "Syllabus" icon,
2. Press the "Remove Link" button.
3. While the image is still selected and it still shows a blue square, click the "Insert" menu on the menu bar.
4. Select "Link" from the insert menu, and then click "Course Link."

From here:

1. The "Add" window should appear; from there, expand the "Course Navigation" accordion.
2. Select "Syllabus," so the syllabus icon points to the Syllabus tool.

Notice the Syllabus icon briefly “lights up” right after adding the link. If it does not light up, something is wrong. You would need to restart from the previous step.

3. Do not forget to press the "Save" button.

Now, we will upload your new syllabus to the course.

From the left menu, click the "Syllabus" tool.

Use an accessible syllabus document. An accessible document includes the necessary components for navigating the contained information. This is particularly useful when people use assistive technology, such as screen readers.

You can use a tool in Canvas to check and improve any document.

Visit the [LMS Ally](#) page for additional information.

You can also take one of our accessibility workshops [or tutorials] to make all your documents accessible.



1. Click the "Edit" button on the top right.
2. From the next window that appears, open the "Insert" menu.
3. Open the "Documents" submenu.
4. Finally, select "Upload Document."

Click to upload a file or just drag a file to send it over to Canvas and click the "Submit" button.

1. Click the filename to open the menu.
2. Select "Link Options."
3. After the right panel slides in, select "Preview Inline" and check the box to "Expand preview by Default."
4. Click "Done."
5. Click "Update Syllabus."

You can check the accessibility of this document by clicking the gauge icon. You can even get a report on how to make it better.

If the "Syllabus" tool on the left menu has a crossed-eye icon, you must enable it in the next step. If it is already enabled, you can skip this step.

1. Click "Settings" on the left menu.
2. Select the "Navigation" tab at the top of the page.
3. Scroll down until you find the Syllabus tool.
4. "Enable" it using the three-dot menu.
5. Don't forget to "Save."

## Review Welcome Message (10:40)

Let's review the welcome page message to customize it for this term. Update your welcome message by following the next steps.

1. Navigate to the course home page by clicking the "Home" link.



2. Click the "Edit" button at the top of the page.
3. Select the welcome text.
4. Make the edits you need for the new term.
5. Save your changes.

## Publish Course (11:16)

Finally, let's make the course available for students so they can see it.

If you need to make certain sections of the course unavailable, take our Canvas Basics training to learn how to do so.

This final action is really simple.

1. Go to the course home page.
2. On the top-right corner of the screen, click the "Publish" button.

Now the course is visible to students.

## Tutorial Complete! (11:48)

You have now completed the essentials!

Remember, if students submit any assignment to the course, it cannot be unpublished afterward.

Thank you for taking this tutorial. We hope this has been helpful.

For more advanced Canvas features, send an email to [eSAIL@tamu.edu](mailto:eSAIL@tamu.edu).

Made by: [eSAIL](#)  
Last Updated: 8/11/2023  
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