# Start of Semester Checklist

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## Login to the Student, Faculty and Staff Portal

The **Student, Faculty and Staff Portal** link can be found in the upper right corner of the [SRC website](http://www.src.edu/). For more information, see the [login instructions](http://www.src.edu/Documents/SRC-Single-Sign_On-2020.pdf).

## Import your Canvas course into next semester’s course site

If you haven’t already completed a course copy, this will be the first step. The Course Import feature copies everything over from your existing course to a new course site except for student enrollment and submissions. For directions, see: [How do I copy content from another Canvas course using the Course Import tool?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-content-from-another-Canvas-course-using-the/ta-p/1012)

***\*\*\*Important****: before attempting a course copy, make sure you are in your****new empty course****.\*\*\**

### **Other Resources**:

[How do I adjust events and due dates in a course import?](https://community.canvaslms.com/docs/DOC-13099-4152497986)

[How do I select specific content as part of a course import?](https://community.canvaslms.com/docs/DOC-13101-4152497985)

## Check your course start and end dates

**Important!** If you are teaching a course that has a different schedule from the standard 16-week, please check your course start and end dates! This information is imported directly from the Student Information System and will typically set an end date and time for 7:00 pm on the last day of class. If your students are in the middle of an online final or need access to the course to turn in a final paper that's due at 11:59 pm, this is a problem! Additionally, you may decide you want to open your course earlier than the first day of class.

Be sure to **click the checkbox**, “Users can only participate in the course between these dates”. This will ensure that your end date overrides the default date set by the system. PLEASE NOTE: If you check this box, you must have a date entered in the “Ends:” field. If you leave this field blank, the course will remain open indefinitely.

For information on how to do this, see [How do I change the start and end dates for a course?](https://community.canvaslms.com/docs/DOC-12907)

## Publish your course

Students can't access a course until the Instructor publishes it. Even if it's the first day of class, students will not be able to access a course that isn't published. P*ublishing your course does not mean all of your course content is published. You will still need to make sure all Modules and content items are published also!* For more information, see [How do I publish a course](https://community.canvaslms.com/docs/DOC-2707)?

## Check the links in your course

Make sure all the different external links in your course are functioning by running the [Validate Links](https://community.canvaslms.com/docs/DOC-5626) tool (Settings > right menu). This tool searches through course content and returns invalid or unresponsive external links in both published and unpublished content.

## Adjust Discussion Forum Settings

If you are using Discussion Forums, there is a good chance you do NOT want your students to be able to edit or delete their discussion posts, or be able to start their own discussion forum. These options can be found by clicking on **Settings** in the left course menu. In addition, you may want your students to be able to [attach documents or pictures to their discussion posts](https://community.canvaslms.com/docs/DOC-12688-415265779).

## Publish your assignments

Make sure all of your assignments, discussions, quizzes, etc., have been published (Draft State). Otherwise, your students will not have access to them. P*ublishing your course does not publish your assignments.* For more information, see [How do I publish or un-publish an assignment?](https://community.canvaslms.com/docs/DOC-10101-4152180493)

## Remove unnecessary links in the course menu

Course menu links are the links on the left side of your course page. If you leave too many of them visible to your students, you run the risk of students becoming confused, or skipping your course content from the Modules and going straight to their quizzes or discussions. For more information, see [How do I manage Course Navigation Links?](https://community.canvaslms.com/docs/DOC-12933-415257079)

## Gradebook Setup

Double check that your gradebook is set-up correctly. (This is especially true for [extra credit](https://src.instructure.com/courses/2403567/pages/extra-credit)). All [assignments](https://community.canvaslms.com/docs/DOC-10092-415254365) listed on the Assignments page are also listed as columns in the Gradebook. See also, [How do I add or edit details in an assignment?](https://community.canvaslms.com/docs/DOC-10113-415241285) and [How do I use the Gradebook?](https://community.canvaslms.com/docs/DOC-16554-4152813659)

## Course review/student view

Review the course in [Student View](https://community.canvaslms.com/docs/DOC-13122-415261153). Does everything make sense and seem easy to find/understand? Do things look the way you want them to look?

## Batch enrollment of students into course sites

Students are automatically batch loaded into course sites the Friday before a class begins. A second batch enrollment will take place on the first day of class to catch those students who added a course on Friday evening. Please make sure you are comparing your My SRC class list with your Canvas roster to ensure all students have been loaded correctly. **Note**: your class list that is accessible by logging into MySRC is your “official” roster – this list will reflect when someone has enrolled in or was removed from the course.

To find your Canvas roster, access your course site and click on **People** in the left menu. You may also manually enroll a student or conclude an enrollment for a dropped student from this location (*see next section*). Manually enrolling students in your Canvas course site will not affect the automatic batch enrollment.

## Manually Enroll Students

Although batch loads happen frequently, there could be a need to manually enroll a student so that they can have more immediate access to your course. For directions, see [How do I add users to a course?](https://community.canvaslms.com/docs/DOC-12973-4152724200)

## Students marked as ‘Inactive’

New students are required to complete a Canvas Orientation before they can access their Canvas course site(s). Students are enrolled in the course, but marked as “inactive” on the People page until the orientation has been completed. At that point, the inactive label is removed and the student can access the course. However, students who are no longer in the course (dropped or withdrawn) are also marked as inactive. Be sure to check your class list on MySRC to verify if the student is actually dropped or has not completed the orientation.

## Conclude enrollment for a dropped student

**IF** you would like a dropped student removed from your People page listing, you may [conclude the enrollment](https://community.canvaslms.com/docs/DOC-12727-415241450) for that student. Please note that concluding an enrollment removes the course from the student’s Courses menu. The student will be removed from the gradebook, will not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. However, the student’s analytics will still be available. (**Note**: you will not be able to delete a student.)

## Access Class Lists

Your official class roster (class list) is located in the portal, MySRC. For instructions and screenshots, see p. 2 of the [**Online Faculty Services Guide**](http://www.src.edu/Documents/Midterms_FinancialAidVerification2019.pdf) (located on the Help tab in MySRC).