Canvas: Semester Preparation

Summary

The following tasks for the SOM IT team are repeatable, each Semester. Some of the tasks are sequential; meaning, please complete the prior task before attempting the next task.

Information

- **Timing notes:**
  - Fall semester preparation usually starts at the end of July when the courses are ready in Canvas and continues until mid-August.
  - Spring semester preparation usually starts at the end of November when the courses are ready in Canvas until the beginning of January.
  - EMBA in-residence course preparation must begin in May. Please see [EMBA In-Residence Course Shell Workflow](#) page to begin the process.

- **Students Shopping for Classes:**
  - Mechanisms and methods for how non-SOM students should be able to view syllabi on the som.yale.edu website: information is pulled from Canvas through an API. If the class is cross listed we may not have access. If the course is not published we may not have access. For these instances, the Center for Teaching and Learning will need to be contacted for an appropriate URL to be manually entered for the link on the som.yale.edu website by someone in the Registrar's office.

**SOM IT Department tasks with Registrar, some Faculty, and Media Services:**

- Get the course list for the semester from SOM Registrar. This changes on a weekly basis. They usually send an updated one each Friday.
- Compare the course list to course shells in Canvas (MBA, EMBA, MAM and cross-listed courses).
- Check for access to cross-listed courses (in other Canvas sub-accounts). May have to ask Registrar's office for a separate list of cross-listed courses.
- Merge core MBA course sections under Section 01 (MGT XYZ 01-05). See instructions at [https://community.canvaslms.com/docs/DOC-10885-4214719646](https://community.canvaslms.com/docs/DOC-10885-4214719646).
- From the SOM Registrar list, email faculty with multiple sections of the same elective to see if they want their courses merged. This step can be skipped if Connie and her team work and agrees upon with Lacey to have faculty or FSS contact SOMIT when they need multiple sections of the same elective to be merged.
  - Merge elective MBA course sections – if faculty replied and requested (MGT XYZ 01-03).
- For Cross-listed courses with other schools:
  - Cross listed courses should be merged by Banner automatically. You can tell if they are properly cross listed by the Header listing (contains all courses). Contact the Registrars office to correct. The determination of where the course will belong in Canvas once it is cross listed is alphabetical.
  - Add “Course Videos” (Warpwire LTI tool) to all SOM owned, cross-listed courses listed under a different school account, such as FES, ECON, etc.
  - Email list of cross-listed courses to Media Services and include Canvas course URLs and SIS ID of the cross-listed courses in the spreadsheet. Media Services will be sharing this spreadsheet with Warpwire.
- Check if Warpwire is set up correctly for EMBA and MBA (check 15 random courses).

Meanwhile, at any time, please also work with Faculty Support as follows:

**SOM IT Department tasks with Faculty Support Staff**

- Get FSS list from Lacey for both core and elective courses. This step can be skipped if Connie and her team work with Lacey and her team to contact SOMIT as needed.
- Find out who is supported by the team, and who has dedicated FSS–try keeping latest document at all times.
If there is a new FSS or if someone needs to have an admin access, use the Admin Access Request Form to request an admin account for them.

FSS will transfer old Canvas course materials to new Canvas courses.

While SOM IT is working, here are tasks specific for Instructional Tech team:

**Instructional Technology and Design@ Deputy Dean’s Office**

- Have Lacey contact FSS to remind them to complete creating Canvas sites for the courses.
- A week or 10 days before the courses start have Katrice (or someone from Registrar) check all courses if they are set up in Canvas -- Syllabus, Assignments, Published/Unpublished.
- Invite faculty for Canvas Training or Canvas Refreshers in Registrar's semester email to faculty.
- Provide training for faculty if they request.

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**Related articles**

- Canvas Support Contact Info
- Canvas: LTI Tools
- Canvas: Requests to be Added to a Course
- Canvas: Yale Instances
- Canvas: ClassesV2 Archive Conversion to Canvas Friendly URLs