Canvas: FSS Editing Courses and Case Tracking

Summary

Use this article to learn the documentation process that is to be completed by FSS for all cases used in specific courses. Cases are being tracked through Faculty Support Staff. When FSS begin editing a Canvas course, a step they must complete is to document all cases that are used in the course.

Contacts: Julie Hawthorne, and Lacey D'Amato worked on this project and can be contacted for more information.

Step-by-step guide

When FSS begin editing a Canvas course, a step you must complete is to document all cases that are used in the course:

1. In the Canvas checklist located on Box, MBA and EMBA are asked:
   - MBA - Click [Case Study Tracking](#) and follow instructions for each course you are supporting.
   - EMBA - Click [Case Study Tracking](#) and follow instructions for each course you are supporting.
2. To Do for Case-Tracking:
   - Click this link to [BOX](#) and follow instructions for each course you are supporting.
3. To Do for Case-Tracking:
   - Click this link to [BOX](#) and follow instructions for each course you are supporting.

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