

## Copying Courses in Canvas: Checklist

- ☐ Delete previous syllabus, and make sure new syllabus is accurate and complete.
- ☐ Eliminate duplicate modules; the Course Evaluation and Web Links modules are frequently duplicated.
- ☐ Ensure that the correct modules are published.
- ☐ Update all assignment and quiz due dates and available to/from dates.
  - ☐ If you're migrating Classic Quizzes to New Quizzes, check all questions and answers, including images, to ensure they transferred properly.
- ☐ Update discussion due dates and available to/from dates.
- ☐ Set new due dates for pre-scheduled announcements, and delete old announcements you will not need.
- ☐ Check the gradebook for duplicate and unneeded assignments; delete or unpublish any assignments that won't be used this term.
- ☐ Schedule new Zoom meetings, if relevant.
- ☐ Run the [Canvas link validator tool](#) to make sure all links in the course shell still work.
- ☐ Run [TidyUP](#) to review course files and delete those no longer in use.

### **If you are copying another instructor's course, also:**

- ☐ Locate and replace links to OneDrive, SharePoint, Google Drive, YouTube, Studio, and other personal accounts to which you (and therefore your students) may not have access.
- ☐ Replace the other instructor's identifying information in the syllabus and throughout the course, such as contact information and the welcome page in the Welcome module.
- ☐ Delete unneeded assignments and assignment groups, and ensure assignment groups are weighted properly.

### **If you are copying content from more than one place / importing multiple shells, note that the results from multiple imports can be hard to predict. There may be duplicate items, or files or assignments may be overwritten. So, please also:**

- ☐ Eliminate duplicate assignments, files, etc.
- ☐ Integrate all items into one consistent module structure.
- ☐ Revise the gradebook to reflect one coherent schema.