

Set up a standard Canvas course

by creating a draft course and importing it into the official course shell

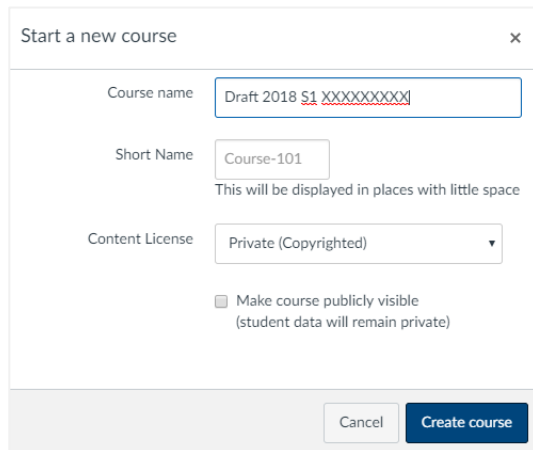
University of Auckland course requirements

All standard University of Auckland Canvas courses require, at a minimum:

- Syllabus (Home)
- Assignments
- Course structure (e.g. through the use of Modules)
- Talis reading list

Create a draft course

1. If you don't yet have access to your course shell: Start a new course (from the Start a new course button on your Dashboard), labelling it: "Draft [year] [semester] [course name]".



Start a new course

Course name: Draft 2018 S1 XXXXXXXXX

Short Name: Course-101
This will be displayed in places with little space

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Make course publicly visible
(student data will remain private)

Cancel Create course

2. Set the University of Auckland course template (from Canvas Commons), and [syllabus](#). Note: If you don't use a University of Auckland course template you will need to apply course [settings](#).¹
3. Build a course structure with [modules](#) (or other Canvas feature as appropriate).
4. Add course content as [pages](#), [files](#) and a [Talis reading list](#).
5. Set up [assignments](#), [announcements](#) and [calendar](#) items.

¹ The basic template applies the following settings: In Course Details, "UoA Grading Scheme" is selected and "Hide totals in student grades summary" is ticked; Under Navigation, "Home", "Announcements", "Modules", "Assignments", "Grades" and "Reading Lists" are made visible to students.



Import a draft (or previously taught) course into the official course shell

In your official course:

1. Open the course you are importing content into.
2. Go to the course Settings.
3. On the right-hand side of the page select Import content into this course.
4. Then select Copy a canvas course from the drop-down menu.
5. Select the semester 1 course (or any other course you would like to import).
6. Choose Select specific content.
7. Click Import.
8. Select the relevant content you wish to copy over. Do not import Announcements, Discussions, Calendar Events and/or LTI (for example: Reading list/Talis, Piazza and Turnitin assignments).