**Course Copy Checklist**

After copying course materials from one semester to the next, you’ll want to follow the appropriate steps to ensure that content is available for students and properly organized in accordance with the new semester. Use the following checklist to assists with course preparation after a successful Canvas course copy.

[ ]  To copy course content from a previous semester, send request to canvas@unthsc.edu. In request, include the previous course number and semester and the new course number (Ex: DPHT.7001 Fall 2018 - DPHT.7001 Fall 2019). Or, see how to do this [here](https://community.canvaslms.com/docs/DOC-12935).

[ ]  After content is successfully imported, adjust the start and end date of the course located under the “Settings” tab. Add 7-days to the course end date to allot for student submissions and instructor feedback. See how to do this [here](https://community.canvaslms.com/docs/DOC-12907-415257088).

[ ]  Confirm all course content for example, [files](https://community.canvaslms.com/docs/DOC-12771-415241391), [pages](https://community.canvaslms.com/docs/DOC-12776-4152322017), [assignments](https://community.canvaslms.com/docs/DOC-10061-415267000), [modules](https://community.canvaslms.com/docs/DOC-12937-4152322062) are published () for student view. Unpublish () old content to restrict student view. Click links to see options.

[ ]  Under the “Announcements” tab, [delete](https://community.canvaslms.com/docs/DOC-10420-415250733) all unwanted announcements or [edit](https://community.canvaslms.com/docs/DOC-10407-415250732) the announcement to [delay](https://community.canvaslms.com/docs/DOC-10422-415250735) the announcement release. Click links to see options.

[ ]  Adjust the [due dates and availability dates](https://community.canvaslms.com/docs/DOC-10327-415273044) of imported content such as [discussions](https://community.canvaslms.com/docs/DOC-12913-415241361), [assignments](https://community.canvaslms.com/docs/DOC-10327-415273044), and [quizzes](https://community.canvaslms.com/docs/DOC-10152). Click links to see options.

[ ]  Check that external tools (e.g., Turnitin, Respondus, VoiceThread, Mediasite, etc) are working properly, and students have been provided links to download any necessary software and plugins. Ensure all external tool information modules and pages are included in the course. If you are planning to use external tools for the first time, contact canvas@unthsc.edu for updated external tool information modules and pages.

[ ]  Check and confirm that all course links are still functional. See how to do this [here](https://community.canvaslms.com/docs/DOC-12770-4152476605).

[ ]  Upload the new semester’s syllabus into the course utilizing the “[Syllabus](https://community.canvaslms.com/docs/DOC-12831)”, “[Pages](https://community.canvaslms.com/docs/DOC-12724-415287672)”, “[Modules](https://community.canvaslms.com/docs/DOC-12689-415241427)”, or “[Files](https://community.canvaslms.com/docs/DOC-13033)” tabs. Click links to see options.

[ ]  Include new content such as [files](https://community.canvaslms.com/docs/DOC-13033), [announcements](https://community.canvaslms.com/docs/DOC-10405-415250731), [discussions](https://community.canvaslms.com/docs/DOC-13016-4152724374), [assignments](https://community.canvaslms.com/docs/DOC-10113), or [quizzes](https://community.canvaslms.com/docs/DOC-12943) for the course. Click links to see options.

[ ]  Launch Student View () to confirm course content and links are accessible for students. See how to do this [here](https://community.canvaslms.com/docs/DOC-13122-415261153).

[ ]  Publish your course. See how to do this [here](https://community.canvaslms.com/docs/DOC-13030-415257126).

[ ]  Delete old or unused files to save on course storage space. See how to do this [here](https://community.canvaslms.com/docs/DOC-12743-415241388).