

Set up a standard Canvas course

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

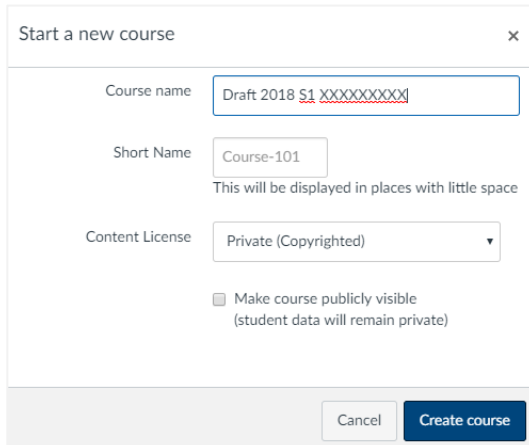
University of Auckland course requirements

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. Go to the course Settings.
2. Select "Import content into this course".
3. Select "Copy a Canvas course".
4. Search for the Draft Course and tick "All content".
5. Select "Import".

Import content

Content type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates