Canvas Course Management and Logistics

540 Faye Buckley July 13, 2017 [Canvas](#)

Course Management and Logistics

[1) How do I publish and unpublish a course?](#)

You can publish your course by clicking on Publish in your course home page sidebar, or in your course setup checklist. You can unpublish your course by clicking Unpublish, but you can't unpublish a course once the course has a graded submission. See this link for more details: [https://community.canvaslms.com/docs/DOC-2707](#) .

[2) I want to combine my three courses into one Canvas site. How do I do this?](#)

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. For more information about cross-listing (including step-by-step instructions on how to cross-list your course), visit the [Crosslisting Guide page](#).

[3) How can I view individual sections?](#)

To view individual sections, click Settings on the course menu. Then, click the Sections tab. For more information about how sections work in canvas, visit [https://community.canvaslms.com/docs/DOC-2963](#) .

[4) How do I cross-list sections?](#)

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. For more information about cross-listing (including step-by-step instructions on how to cross-list your course), visit our [Crosslisting Guide Page](#).

[5) I have multiple sections in a single Canvas course. Can I assign different due dates and times to each section?](#)

Canvas has a Differentiated Assignments feature that allows you to set up different due dates and times. For more information on this feature and how to use it for different types of assignments, visit https://community.canvaslms.com/docs/DOC-2630 .

[6) How do I manually enroll TAs or instructional designers?](#)

To add TAs or instructional designers, select People on the course menu. Click +People in the upper

right-hand corner of the page. In the pop-up dialog box, add the user's email address, select their role, and, if applicable, assign them to the appropriate section and determine whether the user will have access to users in other sections. Then, click Next. You will be given the option to confirm or cancel the enrollments. For more information about adding users to your course, visit https://community.canvaslms.com/docs/DOC-2878

7) Can I add the same TA to multiple sections of one course?

You can add TAs to multiple sections. To do so, go to People and locate the user. Click on the gear icon associated with that user (it will be on the right-hand side of the page), then select "Edit Sections." Here, you'll be able to add the user to additional sections.

8) Can I edit a course once it's concluded?

You can edit a course once it's concluded, but we don't recommend it. Keeping your concluded courses intact will not only serve as a reference to you but could also be useful in resolving grievances or grade disputes. Instead of editing content in your concluded courses, we recommend that you copy the course content into a new shell and make changes there.

9) How will students complete course evaluations in Canvas?

Currently, students can click on "Course Evaluation" on the course navigation menu. If you are not collecting evaluations for your course, you can hide this feature from students by removing it from the course navigation menu. For information on how to do this, visit this link: https://community.canvaslms.com/docs/DOC-2555.

[10) As an instructor, what can I do and not do in the Canvas mobile app?](#)

In the Canvas app, you can create announcements, edit and view course settings, view student assignment submissions, and make comments on the submissions. You can also manage course files, but you can't create new folders, move files from one folder to another, or rename file items. You can't grade assignments, but you may download the SpeedGrader app or grade assignments in a mobile browser. The Canvas Mobile Guides provide more information on what you can and cannot do in the mobile apps: https://community.canvaslms.com/docs/DOC-4048. This document also provides a comprehensive list of the mobile app functionality: https://s3.amazonaws.com/tr-learncanvas/docs/Mobile_CanvasbyInstructure.pdf.