

End of the Year/Term Planning



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A few minutes now will save you hours later.

Options to choose for the end of the year, summer, and fall planning:

Option 1: Do nothing and import content in the fall

Why: Courses in Canvas are automatically saved and are located under *ALL COURSES > Past Enrollments* but become READ ONLY. Courses can be accessed at any time and content can be imported from previous courses into new Skyward generated courses in the fall.

[Video on how to use the course import tool in Canvas](#)

Instructions: [How do I copy content from another Canvas course](#)

Option 2: Copy a course and develop it into a Master course

Why: Continue to develop courses over the summer in preparation for the upcoming school year. Copy an entire course, rename it and continue to develop it. Renaming the course "*Master (content -year)*" will help keep courses organized. Import these into new fall Skyward generated courses.

Examples: Master Physics 10th 2020-2021, Master Lit/Comp 9th 2020-2021

Instructions: [Copy an entire course into a new course shell](#)

Option 3: Save to Canvas Commons and Share with Others

Why: Canvas Commons is a cloud based storage connected to Canvas where instructors can store and share content if they choose.

Choose to share at any level ranging from an entire course, to a set of modules, a few quizzes or even just an individual image or video file.

Instructions: [Video of how to share/import from Commons](#)

Option 4: Create a "Sandbox" Course

Why: Since you won't have your course shells for next year's classes until sometime in July, you can create a new course to begin preparing. Teach multiple preps/courses? You can create as many Sandbox Courses as your heart desires (just make sure to name appropriately to avoid confusion).

Instructions: [Creating a Sandbox Course](#)

Option 5: Backup and Save the course as a file

Why: It is always best to save work in multiple fashions. Saving Canvas courses as an EXPORT to download is one way to backup the course.

This option is for creating a Common Cartridge file of the course, which can subsequently be saved (for backup) and/or imported to another Canvas account or a different LMS.

Instructions: [How do I Export a Canvas Course](#)

Instructions: [How do I import a Canvas course \(exported\)](#)



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**You have questions, we
have answers**

Q. What will happen to the course(s) I am teaching when this school year ends?

A. All courses will become *READ ONLY* after May 28th, 2022. This means you can access the course(s) and material but cannot edit the course.

Q. How do I access the courses I have taught during the 2021-2022 school year?

A. Courses will be listed under *ALL COURSES > Past Enrollments* in Canvas

Q. What access in Canvas will I have this summer?

A. You will have full access into Canvas. See above for more information

Q. How will my Canvas courses for the 2022-2023 school year be created?

A. Skyward (our SIS) will generate your Canvas course(s) and you can import content from other previous courses or create content to these new courses in the fall. This process usually happens right before or after July 4th.

Q. Will my Canvas courses for the 2022-2023 school year be published?

A. No, courses generated through Skyward (SIS) will not be published automatically. Your new course will be a "shell" when created, however you will be able to import content into this course.

If you still have any questions, concerns or comments, please feel free to contact me at any time.

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