

Before the beginning of any term, it is best practice to update your existing courses. Here is a checklist for updating your existing courses in Canvas:

Update all course dates:

Select “[Date adjustment](#)” if you import previous content into your new course. This feature allows you to shift due dates and event dates based on old term dates and new term dates. You can also choose to remove dates from the course using this feature.

Review and update Assignment due dates:

From the Assignments index page you can [review all of your assignment due dates at once](#) and make any necessary adjustments.

Check your course calendars for any remaining dates you want to remove or change:

Learn how to [use the Calendar as an instructor](#).

Review your course content:

Check for standard updates to content and ensure there are no dates entered in assignment descriptions or other text entries. Updating dates using the methods above will not change dates you have typed in as text or in files. Additionally, check your links and videos to ensure they still work. You can also use [Canvas' Link Validator](#).

Update your course syllabus:

If you have attached a syllabus file for download, update your existing syllabus file outside of Canvas. Without changing the name of the syllabus file, upload and then *replace* the old syllabus file with this new syllabus file in Canvas course Files. Canvas will automatically update any links to the syllabus in the course so that students will see and download the new version, and you will not have to repost or redo any of your syllabus links. This will also help you manage your files so that the only syllabus in your course files is the most recent version.

Update your Student Start Here Module:

Get a complete update of the UNC and Canvas Start Here Information and Resources for Students module. First, rename your existing “Welcome” or “Students Start Here” pages so that they don’t get overwritten. Then, go to Canvas Commons/UNCO_LE@RN and find the module “Start Here: Student Information and Resources.” Use your existing Welcome page in place of the new Start Here for Students page or use it to update the new page, and then [delete the old page](#) from your course.

Enable and set a grading scheme in each course:

Show your students how their course grade compares to your course grading scheme by [enabling and setting a Canvas grading scheme](#). Make sure the grading scheme you set in the course matches the grading scheme in your syllabus.

Publish Your Course:

Once you [publish your course](#), use the [Student View](#) to double-check that students can see and gain access to your course content the way you are expecting.

Demonstrations: Visit IDD’s [Getting ready for a new semester in Canvas](#) playlist to see demonstrations.