Canvas Course Creation Flow Chart

Course Shell Creation	→	Course Development	→	Course Activation	→	Course Import	→	Course Publishing	→	Course Conclusion

Course Shell Creation

- Faculty request a course shell for all new courses.
- Course shell is created by Online Ed

Course Development

- Faculty can create content from scratch or migrate course material into Canvas (from Catalyst or other Canvas Instances).
- These shells will become the "Master Shells" for their courses.

Course Activation

- Four weeks before the term starts, Faculty can request activation of their course via MyPortal.
- Activation will create an empty, unpublished shell.
- Students will be added real-time but can't see the course until the term start date (determined by Online Ed) AND when the teacher publishes the course.

Course Import

- Faculty will load the content from their Master Shell into their activated course(s).
- Course import happens in the "Settings" area of your activated course.
- Use the "Import Content" option.

Course Publishing

- Faculty publish their course when it is ready, by the first day of the quarter.
- Students will not be able to access it until the term start date that is set by Online Ed.

Course Conclusion

- Once the term has concluded, faculty will no longer be able to access the course.
- Faculty should plan to copy their course before conclusion if they want that content for future quarters.
- No student data will be saved on the copied version of the course.