NECO

New England College of Optometry

Canvas Course Term Prep Timeline

01



Updates to the Template

LAST RUN TO 4 WEEKS BEFORE TERM

Instructors make any necessary updates in the template version of the course by no later than 4 weeks prior to term start. The Learning Design and Assessment (LDA) & IT teams can assist with enough lead time.

02

Copy to Live Version of Course

4 WEEKS BEFORE TERM STARTS

The blank student-bearing live versions of all courses will appear in Canvas 6-8 weeks before the start of a new term. The LDA & IT teams will copy everything from the template versions to the unpublished live versions at least 4 weeks prior to the start of the term.



03



Term Prep Live Course

~ 4 WEEKS BEFORE TERM STARTS

Instructors add information relevant to upcoming term, i.e. due dates, calendar events, and student groupings. Any module items (even if partially built),* that will be part of the course should be published so items appear in the calendar & syllabus.

**See What Has to Be Ready? for more details about what should be ready by this date.*

04

Publish Live Course

1ST DAY OF TERM

The live course must be published by the first day of the term, however 1 week prior is highly recommended (so students can enter and view). The Course Orientation module should be ready and open for students to view.



Remember: Student access to specific modules, assignments, and quizzes can be controlled using lockouts and availability dates.

Minor changes made to Canvas throughout the term in the live version should also be made in the template concurrently.