

## K-State Online Canvas Course Creation Process

This document outlines key dates and scheduled processes for K-State Online. Understanding the timeline and processes will assist programs, departments and instructors with their annual planning.

K-State Online works in conjunction with KSIS to automatically create courses and sections. Courses and sections are created using the information in KSIS. Specific details of this include:

- **All scheduled courses are automatically created.** Courses will be created a semester in advance of their delivery. The process will continue to be refined to eliminate courses that are not needed. Contact the IT Help Desk to provide feedback to improve the process.
- **K-State Online and KSIS can identify courses that are unused.** An Unused course is defined as Unpublished and has none of the following items: assignments, announcements, discussions, files, modules, pages or quizzes. Unused courses will be deleted at the end of each semester.
- **Courses are automatically kept in sync with KSIS student enrollments.** Student Drop/Adds will update course(s) in near real-time, and wait-listed students will automatically be added when they are approved. If other instructors are added via KSIS, they will be added to K-State Online courses.
- **Course shells are created in K-State Online at the section level.** Each individual section will exist as its own course shell. **Multiple sections can be easily combined together** in K-State Online so they can be taught as a single course in a process called 'cross-listing'.
- Courses are named from the KSIS information but **instructors can edit or rename their courses** in K-State Online.
- If you use the default semester term dates for your course(s), students will gain access to your course approximately 1 week before the actual first day of classes and retain access approximately 1 week after the first day their grades are available for viewing in KSIS.
- If you teach an Intersession course, a 'Short' course or a non-standard Spring/Summer/Fall term course with unique start and end dates, then you can easily **define your own dates in your Course Settings and your course will start and end on the exact dates and times you assign.**

January	Intersession courses begin; Spring courses begin
February	Summer courses are created. Fall courses are created
March	
April	
May	Enrollments for Spring term completed; Unused Spring courses removed Summer courses begin
June	
July	
August	Enrollments for Summer term completed; Unused Summer courses removed
September	Spring courses for upcoming year are created
October	
November	
December	Enrollments for Fall term completed; Unused Fall courses removed