

## Get into the Spring of Things!

Canvas shells for Spring 2021 courses are already in the system, eagerly awaiting your course content! Here are several ways you can get going with your spring course prep:

### Class already taught in Canvas

Follow these step-by-step guides to copy your Canvas content:

- How to copy content within Canvas ([video](#))
- How to copy content within Canvas ([text-based](#))

Don't want it all? Check out this article on [selecting specific course content](#) as part of a course import! If you'd like the standard course template added to a Canvas course that doesn't have the template, email a request to your lead Instructional Designer.

### Content from Blackboard for Spring 2021 in Canvas

Content from Blackboard is NOT automatically being imported into Canvas courses for Spring 2021. **You must send a request to have your content brought in from Blackboard.**

- **How to request:** Email your Instructional Designer and include the following information in your course copy request:
  - Course ID and section number of the course in Blackboard (ex. COMM-202-60)
  - Semester taught in Blackboard (ex. From Spring 2019)
  - Full course ID and section number of the destination course in Canvas (ex. COMM-202-61)
- **Where content is loaded:** Your content will be loaded directly into the Spring 2021 course. Unless you indicate otherwise in your copy request, the standard Canvas course template will be loaded into Spring 2021 courses imported in from Blackboard.

### Working from Scratch

If you want to use this opportunity to rework your course, or this is a completely new course, you can start from scratch in Canvas.

**e-Learning highly recommends loading the standard course template when working from scratch.**

- Import the template from Canvas Commons ([video](#))
- Import the template from Canvas Commons ([text](#))

### Combining Multiple Sections

Multiple sections of a course can be combined into a single Canvas space to streamline class management. (Note: Cross-listed classes are automatically combined into a single Canvas space.) If you would like to combine sections, please email [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) a request that includes the Course ID and all section numbers to be combined. For example, "Please combine SD-133-60 and SD-133-61 for Spring 2021."

**IMPORTANT:** Section merge requests must be sent to the IT Helpdesk email at least ONE WEEK prior to the start of the Spring 2021 term. Sections cannot be merged once students have submitted work to a course.

### Lock Down Your Respondus Skills



Before courses move to remote instruction following Fall break, e-Learning will host several workshops on setting up LockDown Browser and Monitor for remote proctored exams. View the [Canvas Coaching schedule](#) on our website; no sign-up needed!



### Bookings are Back!

Carrie and Angela have reinstated their online booking calendars to make it easy for you to schedule appointments! When you book, the confirmation email will have a Zoom link.

The final two weeks of the Fall semester will be delivered remotely to our students, but we are still here for you!

Additionally, e-Learning staff are available over the winter break during standard business hours. Our office will only close during the all-campus break, December 25 to January 4. (Be sure to check your ID's calendar for their personal time off.)

[Book an appointment with Angela](#)  
[Book an appointment with Carrie](#)



### You Can YouCanBook.Me, Too!

e Learning uses an online booking service called YouCanBook.Me. This service offers BASIC free accounts that can be synced to your lcsc.edu email address for scheduling, making it easy for you to offer a booking calendar to your students that will always match up with your Outlook calendar!

This service is a use at your own risk" service, meaning e Learning and IT do not offer training or technical support. That said, it's easy to get started with your own online booking calendar!

[Check out this tutorial on setting up a FREE YouCanBook.Me account](#)

[Visit YouCanBook.Me to sign up](#)