



Updating Your Course Settings

After the Canvas shell is created for the course, several default settings will need to be adjusted before the course begins. To access these settings, go to **Settings** at the bottom of the course navigation menu. The settings screen includes five tabs: **Course Details**, **Sections**, **Navigation**, **Apps**, and **Feature Options**, allowing for customization as needed.

Course Details

On the **Course Details** tab, you can:

- Add a course card image
- Update the course name and course code
- Adjust student access dates
- Set rules for student interactions with discussion boards, grades, and announcements

Course Details

Image:



Name:

ABC 1234 - Spring 2025 - Sec. 123

Course Code:

My Sample Course - Spring 2025

Blueprint Course: ☐ Enable course as a Blueprint CourseCourse Template: ☐ Enable course as a Course Template

Time Zone: Eastern Time (US & Canada) (-05:00/-04:00) ▼

SIS ID: ZZ-SDBX-TUT98975-B63F-A727-202508

Subaccount: Temple University ▼

Term: Continuous ▼

Participation: Course ▼

Course participation is limited to **course** start and end dates. Any section dates created in the course may override course dates.

Start

Jan 1, 2025 12:00am



Local: Jan 1, 2025 12:00am

Course: Jan 1, 2025 12:00am

End

Jun 17, 2025 12:00am



Local: Jun 17, 2025 12:00am

Course: Jun 17, 2025 12:00am

☒ Restrict students from viewing course before course start date☒ Restrict students from viewing course after course end date

Default due time:

Account default (11:59pm) ▼

This influences the user interface for setting due dates. It does not change the time due for any existing assignments.

Language:

Not set (user-configurable, defaults to English (Uni) ▼

This will override any user/system language preferences. This is only recommended for foreign language courses

More Options

At the bottom under the description box, check and set the following options:

- Let students self-enroll by sharing with them a secret URL
- Show recent announcements in Course home page*
 - choose number of announcements shown on homepage
- Let students attach files to discussions*
- Let students create discussion topics*
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graph from students*
- Disable comments on announcements*
- Drop Down: Select Only Teachers*, Teachers and Students or Anyone

**Recommended selected option*

After selecting the options hit **"Update Course Details"** to save.

Description:

☐ Let students self-enroll by sharing with them a secret URL

☒ Show recent announcements on Course home page
1 Number of announcements shown on the homepage

☒ Let students attach files to discussions

☒ Let students create discussion topics

☒ Let students edit or delete their own discussion replies

☐ Let students organize their own groups

☐ Hide totals in student grades summary

☒ Hide grade distribution graphs from students

☒ Disable comments on announcements

Only Teachers

can create, rename, and edit course pages by default

Update Course Details

Best Practices for Course Settings

- Update both the course name and course code to be specific and easily identifiable. For consistency across our online courses, Fox online undergrad classes follow this format:
 - **Name:** Course ID - Term - Section (ex. ***MSOM 3101 - Spring 2020 - Sec. 701***)
 - **Course Code:** Course Name - Term - Section (ex. ***Business Management - Spring 2025 - Sec. 701***)
- For the Fox online Grad classes follow this format, both the **Name** and **Course Code** format are the same: (ex. ***Business Management - Spring 2020 - Sec. 701***)
- Make the Canvas classroom available to students two weeks before the term begins and at least five weeks after it ends. To do this, adjust the course start and end dates in **Canvas settings** and check the box that says, "**Students can only participate in the course between these dates.**"
- Under **More Options**, choose whether to display recent announcements at the top of the course home screen. Use this setting to adjust the number of announcements shown. To display only the most recent announcement, set the number to **1**.
- The default course navigation panel in Canvas may not be necessary. To customize it, go to the **Navigation** tab and move only the Canvas features you want students to see into the box at the top of the screen. To ensure the navigation is set up correctly, preview it using **Student View**.