How to Clean Up Your Your Canvas Course

About this guide: *After importing a previous course into a new course shell, you may find that your Home Page appears to be missing, your Files aren't linked properly, or you have multiple versions of the same Modules and Pages. Find instructions for how to locate missing objects, remove duplicate items, and make it easier for students to navigate your courses, below.*

Note: When importing, we recommend using the [Select Specific Content](#) option so you can exclude items you don't need, such as outdated Zoom Calendar events (which will otherwise populate the new course Calendar and student To Do lists), duplicate copies of Pages and Modules, and Announcements that are no longer relevant. Doing so will reduce your need for this guide!

The Home Page

The Welcome message for Instructors is the designated Front Page in all new Caltech course shells. If you choose to import the Home Page from a prior course, you'll need to modify a few settings in order to see it.

Assignments

People

Pages

Quizzes

Rubrics

Collaborations

1. First, verify the completed import by clicking **Pages** in the left side course menu.
2. At the top left side of the visible page, click the **View All Pages** button.

> View All Pages

3. Review the list of Pages to verify that your content has been imported.
4. Click the 3-dot (kebab) menu for individual item options:
   - On the default Welcome/Home page, click **Remove as Front Page** *(this step must be completed before selecting your preferred page)*.
   - Find your new/imported Home Page, then click **Use as Front Page**.
   - **Delete** duplicate or unneeded Pages *(click on Page names first to view and verify)*.
   - Click the **Publish** button for the Pages you want to keep *(published Pages have a green checkmark)*.

Home Page **FRONT PAGE**	Aug 4, 2020	Oct 6, 2020 By Jodie Lee	✅	⋮
Home Page 2	Aug 4, 2020	Aug By J		
Home Page 3	Aug 4, 2020	Aug By J		
Home Page rev 1	Feb 9, 2023			
Home Page-2	Oct 16, 2020			
Home Page-3	Feb 9, 2021			
Home Page-4	Feb 9, 2023			

Menu:
- ✎ Edit
- 🗑 Delete
- ⚑ **Remove as Front Page**
- ▤ Duplicate
- 👤 Send to...
- ⊞ Copy to...
- ⤷ Share to Commons

Home

Syllabus

5. Click **Home** in the left-side course menu. You will likely see your Modules instead of a designated Home Page.

6. Click **Choose Home Page** from the menu on the right side of your browser window, and in the pop-up box *(below)*, select **Pages Front Page** and **Save**. If you select the wrong page, just open the same dialogue box again and click the orange **Change** to update it.

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

Choose Course Home Page ×

Select what you'd like to display on the home page.

○ Course Activity Stream
◉ Pages Front Page *Home Page* [Change]
○ Course Modules
○ Assignments List
○ Syllabus

Cancel   Save

7. Use the **Pages -> View All Pages** selection to delete or unpublish other unused Pages.

Modules

Canvas at Caltech provides updated instructor and student resources each term, but unneeded, duplicated, and outdated content can be removed.

1. First, click **Collapse All** to view Modules and titles more readily.
2. Click the 3-dot (kebab) menu to the right of a Module title for options, including **Edit**, **Move Contents** or **Module**, and **Delete**. These options are also available for individual Module items.
3. Alternatively, click and hold the **grabbing tool** on the left to manually reposition a Module or Module item.

Collapse All   View Progress   ⊘ Publish All ▾   + Module   ⋮

Caltech Resources for Students   ✓▾ + ⋮

✎ Edit
⊟ Move Contents...
↕ Move Module...
🗑 Delete
▤ Duplicate
👤 Send To...
▤ Copy To...
⊛ Share to Commons
⊛ Commons Favorites

▸ Instructor Resources (Do Not Publish)

▾ Caltech Resources for Students

📄 Caltech Resources-4

Announcements

*All announcements imported to a new course will be posted immediately and visible to students. They will no longer be linked to the profile of the instructor who created them, even if the instructor is in both the previous course and the new course, and will show a **U** for **"Unknown Author."** They will also not have a **Posted on** date.*

News forum
All Sections
General news and announcements
↩ Reply
Posted on:

Google 1.3 integration
All Sections
↩ Reply
Posted on:
Mar 10, 2021, 2:16 PM
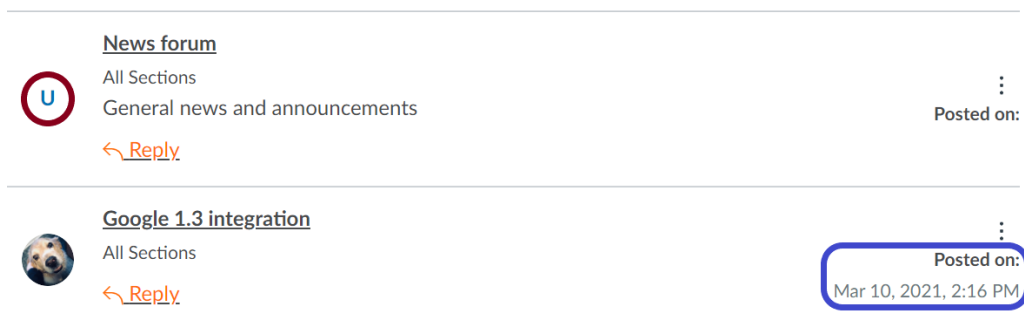
1. First, open an announcement and use the 3-dot menu to **Edit** and by default, associate it with a new author.

Options

☑ Delay posting

Post At [ ]

☐ Allow users to comment
  ☐ Users must post before seeing replies
☐ Enable podcast feed
☐ Allow liking

2. At the bottom of the edit window under **Options** *(left)*, check **Delay Posting** to set a date for students to see the announcement, then click **Publish** to save. *NOTE: A delayed posting may not send a notification to students. To ensure that a notification is pushed, make any change to the delay time within a few minutes of the **actual** posting date/time.*

Cancel   Publish

3. Alternatively, copy announcements to your sandbox course to use as reference when adding new ones in your new course. This can be done via import or via the 3-dot menu for individual announcements *(below).*

◯ Mark All as Read
✉ Mark All as Unread
✎ Edit
🗑 Delete
👤 Send To...
⊡ Copy To...
⊚ Share to Commons
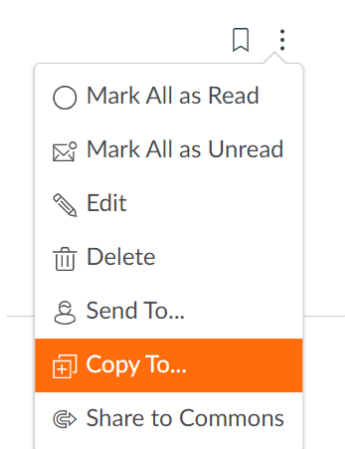
Copy To...   ✕

Select a Course

j. lee

Sandbox for J. Lee
TEST-JLEE
Default Term

Assignments

Canvas at Caltech provides updated instructor and student resources each term, but unneeded, duplicated, and outdated content can be removed, while remaining content can be quickly reorganized if needed.

1. First, remove duplicate and/or sample Assignment Groups by clicking on the 3-dot menu and selecting **Delete**.
2. Click **Move Contents…** to reassign items from one Assignment Group to another.
3. Click **Move Group…** to change the order of your Assignment Groups (which can also be accomplished by clicking and holding the **grabbing tool** to the left of the object name).
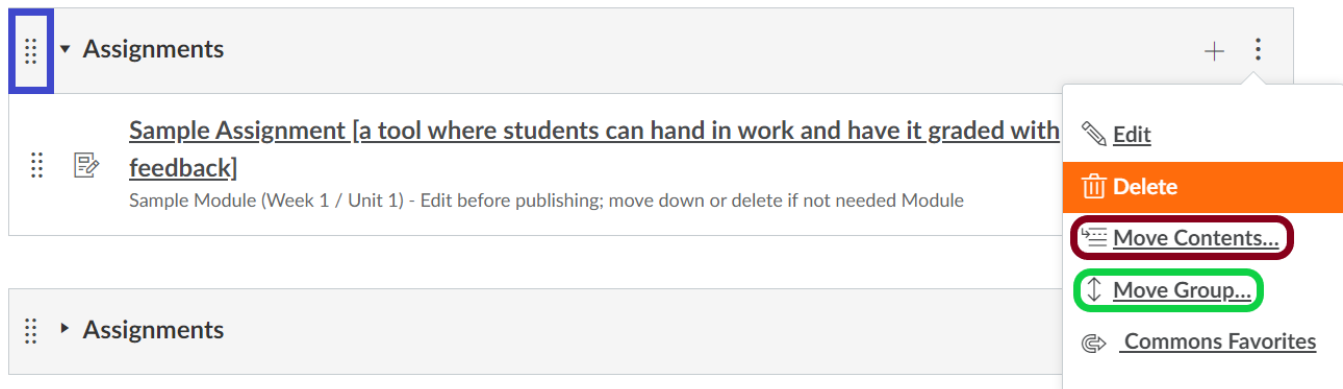
4. Similarly, click the 3-dot menu for individual assignments to **Edit**, **Delete**, or **Move**. You can also use **Copy To…** to archive the Announcement in your sandbox course *(just click and start typing the word "sandbox" to find and select it).*
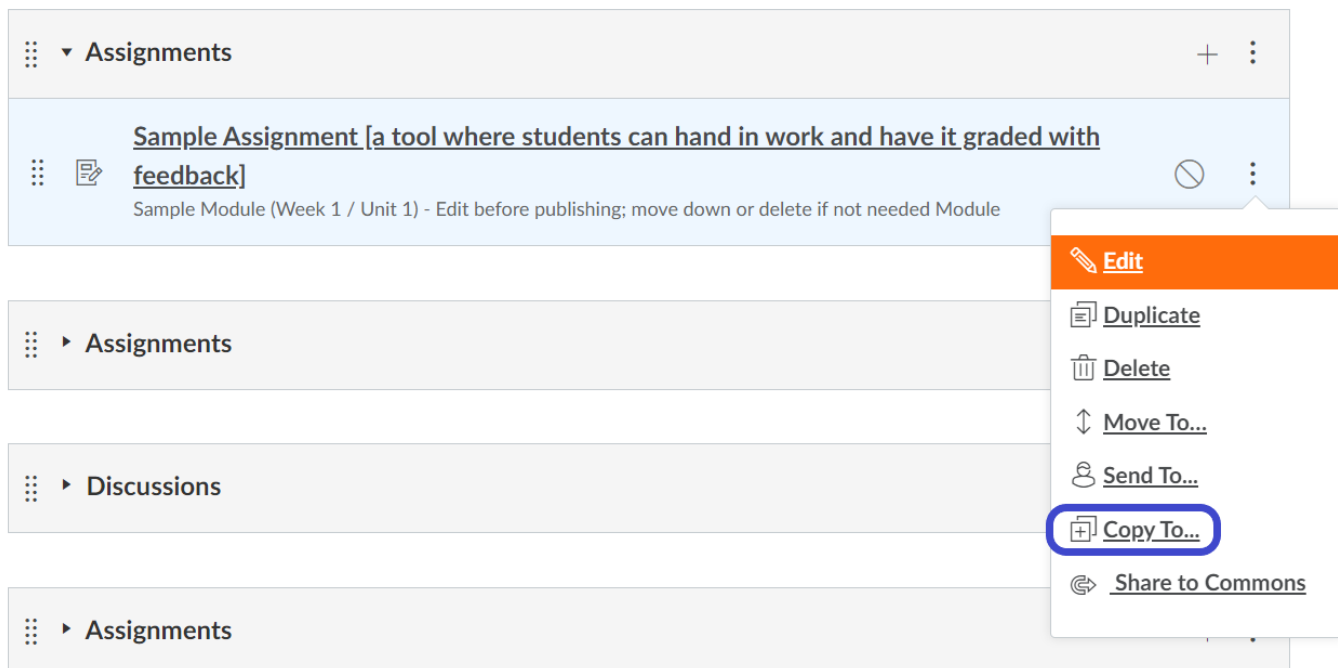
Discussions

Discussions that were published in the original course will also be visible to students in the new course.

1. First, **Delete** any samples and unneeded topics by clicking the 3-dot menu next to each item.
2. Unpublish any topics you want to retain but keep hidden by clicking on the green checkmarks.

3. Alternatively, open an Announcement topic and click on the 3-dot menu to select **Edit**. At the bottom of the edit window under **Options**, click on the calendars for **Available From** and **Until** to set student access dates. Click **Save & Publish** if you are done editing, and the Announcement will automatically be published on the date and time specified.

Course Navigation Menu

Importing prior courses may add links to Canvas features and third-party applications that you no longer plan to use, which can be confusing for students to navigate if not disabled.

1. Click Settings at the bottom of your course navigation menu.
2. Select the **Navigation** tab. The bank of items on the top are currently visible to students, and the ones on the bottom are hidden.
3. Click the 3-dot menu to **Disable** any top bank items and automatically move them to the lower bank. Conversely, click 3-dot menu on items in the lower bank to **Enable** them, and add links to your course.
4. Click and hold menu items to change their position in the course navigation menu.
5. Don't forget to click **Save** when you're done, or your changes will be lost!

Course Details   Sections   Navigation   Apps   Feature Options

Integrations

Drag and drop items to reorder them in the course navigation.

Home	
Syllabus	⋮
Modules	⋮
Assignments	⋮
Announcements	⋮
Discussions	⋮
Course Reserves	⋮
People	⋮
NameCoach	⋮
Zoom	⋮
New Analytics	

× **Disable**

↕ **Move**

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages
to the course home page.

Grades	
This page can't be disabled, only hidden	⋮
GradescopeLTI	
Page disabled, won't appear in navigation	⋮

Image Files

Image files embedded in imported Pages and Modules may retain links to the original copied course. Instructors with access to both courses will be able to see the original image files, but students and participants not enrolled in both courses will see broken links and file names.

1. First, check your imported course materials using **Student View**, available on the upper right in the Home, Announcements, and Assignments pages. Student View allows you to look at published areas of your course from the student perspective, and creates a Test Student that interacts with Canvas features. Find out more in the Canvas Instructor Guide [here](#).
2. In Student View, look for missing images, identifiable with a padlock icon, and/or the name of the file with a broken file icon. Check all areas of Canvas that you are using, especially those that required the Rich Content Editor *(below)* to embed images (such as Pages and Assignments).
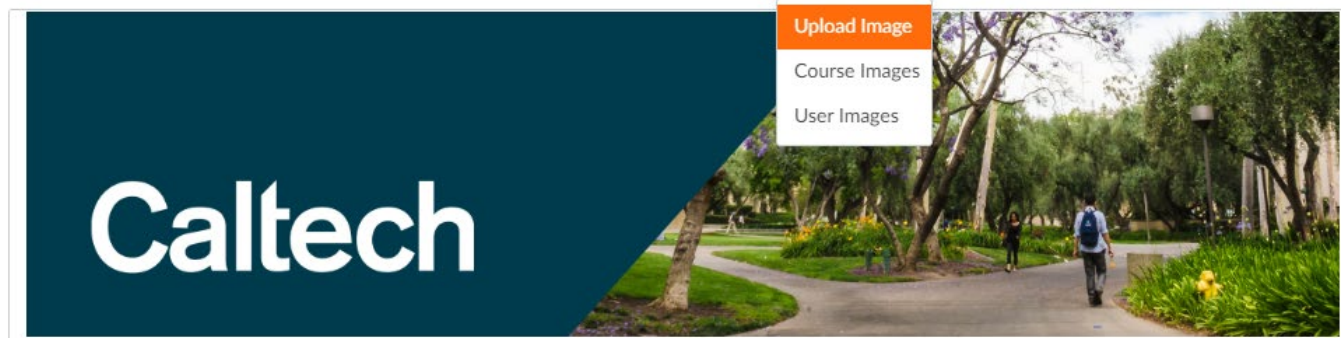
3. If an image is broken, leave Student View and check your course Files. Was the image imported successfully in the expected folder? Is it published, with a green checkmark next to the name? Click on the green checkmark (or "unseeing" eye) to confirm or change availability and visibility.
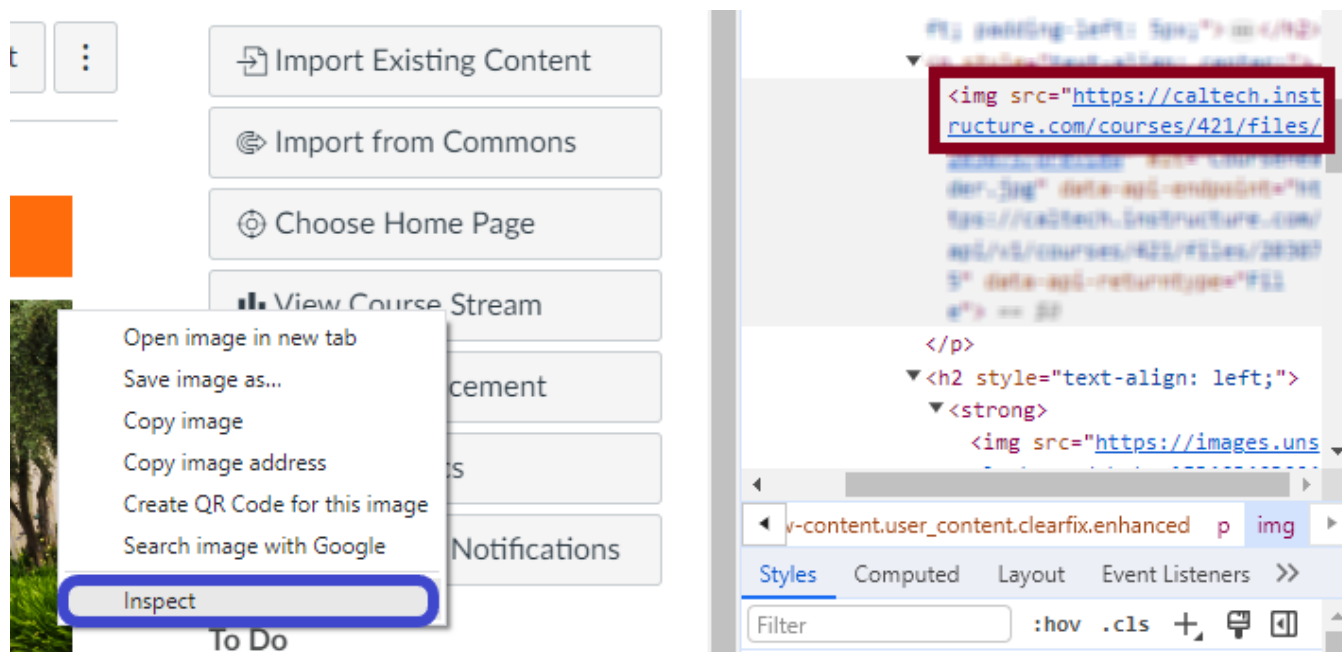

4. If the image is in your Files but appears to be broken when you look at it in Student View, delete the imported image and embed a replacement image from your course files.

5. Broken links can be complicated to resolve, so don't hesitate to contact 24/7 Tier 1 Canvas Support. Just click on the **Help/?** icon in your global navigation menu on the left side of your browser for options – using phone or chat can connect you to technical assistance in minutes.

Advanced users: To confirm whether or not your file points to an old course, right-click on the image to select **Inspect** *(below)*. The **highlighted code** might include a string like this:
<img src="https://caltech.instructure.com/courses/421/files...>

The number that follows "courses" should be the same number as in the URL of your current course, ie:
https://caltech.instructure.com/courses/421.

If the numbers are different, the images are linked to the wrong course, and will need to be deleted and replaced with images from the current course.