

Instructional Design & Support **UAB** **SHP**

Tuesday Tip

Clean Up Copied Courses

Once your course content has been copied, be sure to go in and tidy up a bit by:

- deleting announcements
- updating all assignment and quiz due dates
- updating course content if needed
- removing the spring syllabus and uploading the summer syllabus to the Syllabus page.

For additional tips and steps, review the complete Pre-Semester Canvas Checklist [here](#).

As always, the IDS team is here to help. Please let us know if you need any assistance.

For more information, please contact the [IDS team](#).
View all of our Tuesday Tips on our [SHP/IDS website!](#)

UAB|SHP Instructional Design & Support

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