Pre-Semester Task	Action Steps
Get assigned to your course in MyMav.	Your department's administrative assistant will assign you to your courses in MyMav. After the assignment processes, the courses will appear on your Canvas course list.
Assign teaching assistants, research assistants, or co-instructors to your course in MyMav.	Your department's administrative assistant will assign any additional teaching staff to your course, including teaching assistants, research assistants, or co-instructors. For assistance with assigning additional staff in MyMav, see Adding TAs or e-mail the Help Desk.
Add Shadow Instructors to your course.	Send a Shadow Instructor Request to add shadow instructors to your course.
Cross-list additional sections using Canvas Extend	Use the Canvas Extend Cross-listing tool to combine multiple sections into one shell
Load new materials or transfer course materials from a previous course or master shell	Upload your Syllabus and copy content from a previous course or master shell.
Test your course using the Student View tool	Use the Student View tool to test your course from your students' point of view.
Make the course available	Refer to Publishing your Course. You may publish the course to students up to two weeks prior to the official start date of the session.