

## For Faculty: Prepare for Shopping Period

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### **Prepare for shopping period with these tips and best practices:**

1. [Upload a syllabus to coursetools.brown.edu](#)
2. [Request a Canvas site](#)
3. [Add material](#), [set up assignments](#), and [add links to the OCRA e-reserves and Online Movies](#) to Canvas
4. Publish your Canvas site
5. Inform students that [temporary access to Canvas](#) sites is available through [cab@brown](mailto:cab@brown) if they add the course to their **Primary cart**. Once added, these students will appear in your Canvas course as a "Prospective Student". They can also remove themselves by removing the course from their **Primary cart**. Otherwise, all non-Banner registered students will be removed from Canvas sites at the end of shopping period.