



## OME STAFF: What to do after a Course Roll-over

Christine Clevenger - 2025-07-29 - OwlMed and Canvas

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### OwlMed Post-Course Roll-Over Checklist



#### 1- Update your Course Homepage

- Syllabus, links, contact info, etc.

#### 2- Add your students

- People → Active Students → Options → Affiliation → MED20##

#### 3- Create/Populate your groups

- People → Groups → Small Group Sets

#### 4- Update/Add Events

- Events → Manage to update dates, times, check for materials, and groups

#### 5- Switch Events from Tentative to Live

Need assistance? Please submit a ticket and the Ed Tech Team will be happy to assist you!