

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

Pre-Semester Canvas Checklist

- Upload new content or request that the previous semester's content be copied into the current course.
- Update assignment deadlines, dates, [notification settings](#), and materials copied or imported into the course.
- Schedule an instructional design consultation for a course review with [SHP/IDS](#).
- Select the [academic technologies](#) to use in your course. (i.e. polling software, i>clickers, Zoom, ProctorU, Turnitin, GoReact, etc.). Include technology information such as how to access the technology and technical support information in the course syllabus.
- [Customize the Canvas course navigation menu](#).
- Upload your new syllabus (downloadable PDF) to the Syllabus page.
- Copy and paste the Word version of your syllabus to the Syllabus page.
- Make sure your assignments, quizzes, discussions, etc. are listed on the [Dynamic Syllabus](#) . To add dates, such as due dates for peer reviews, add a calendar [event](#).
- Set up the [course grading scheme](#).
- Create [Assignment Groups](#) to assign weights to all assignments, discussion and quizzes.
- Become familiar with the new Canvas Gradebook by reviewing the [associated guide](#).
- Check the external links throughout your course by using the [course link validator tool](#).
- Use the [Canvas Accessibility Checker](#) to identify areas where additional information is needed.
- Add a short introduction video to your Getting Started button. Remember that you can record a course welcome in the ISS/LRC Media Suite.
- Decide what material needs to be “published” when the course opens.
- Delete all announcements and then post a [Welcome Announcement](#), OR use these [instructions](#) to delay their release.

- [View your course as a Test Student](#) to make sure students have access to the desired content.
- Publish your course. Please note that once your course is published, your students will be notified when changes are made to published items.
- Email students a welcome message via the roster in BlazerNet. Include instructions on how and where to access the course in Canvas.