



Pre-Semester Canvas Checklist

- ☐ Upload new content or request that the previous semester's content be copied into the current course.
- ☐ Update deadlines, dates, and materials copied or imported into course.
- ☐ Decide what material needs to be "published" when the course opens.
- ☐ Upload your new syllabus (downloadable PDF) to the Syllabus page. Be sure to change "Course Master" to "Course Director" if applicable.
- ☐ 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.
- ☐ Add a short introduction video to your Getting Started button. Remember that you can record a course welcome in the ISS/LRC Media Suite.
- ☐ Set up your grading scheme and your gradebook.
- ☐ Verify all links throughout your course.
- ☐ Remove ALL announcements. Then, post a welcome announcement.
- ☐ Ensure technology tools used during instruction are up-to-date and included in the syllabus.
- ☐ Check your course in Student View to see how students will see it.
- ☐ Publish your course. Please note that once your course is published, your students will be notified when changes are made to published items.