Pre-Semester Faculty Checklist

(4 Weeks Prior)

- Access the Canvas LMS and locate the upcoming semester’s course shell on the dashboard. If the course is not present, customize your dashboard and course list. If the course is not present in the Canvas course list, contact your Banner representative in the school/college.
- Copy course content or request that the previous semester’s course content be copied into the current semester’s Canvas course shell. If you have developed the course content in a Canvas sandbox you can copy the sandbox course into the current semester course(s). Contact Tyler Weldon if you need assistance.
- Update assignment deadlines, dates, notification settings, and materials copied or imported into the course.
- Schedule an instructional design consultation for a course review either through your department or through the Division of eLearning and Professional Studies. Send an email to Samira Laouze if you wish to work with the eLearning team.

(3 Weeks Prior)

- 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.
- Set up the Dynamic Syllabus for your course.

(2 Weeks Prior)

- Contact Tyler Weldon if you need to add an approved TA to the course.
- Setup Assignment Grouping and weighted grading distributions in Canvas based on those included in the course syllabus.
- Set up the course grading scheme.
- Become familiar with the new Canvas Gradebook by reviewing the associated guide, schedule a training session with Jerad Watson.
- Check the external links throughout your course by using the course link validator tool.
- View your course as a Test Student to make sure students have access to the desired content.
- Use the Canvas Accessibility Checker to identify areas where additional information or adjustment is needed.

(Prior to First Day of Semester)

- Publish your course. Published course content will become available for students based on the date set for the course release.
- Update your Canvas Profile.

(Prior to First Official Day of Class)

- Email students a welcome message via the roster in BlazerNet. Include instructions on how and where to access the course in Canvas.
- Post or update a course Welcome Announcement within the Canvas course shell.