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.