CANVAS START OF TERM CHECKLIST

	CREATE OR IMPORT YOUR CONTENT (CHOOSE APPROPRIATE OPTION)
	Import Canvas content from a previous semester. (How to import Canvas content). When import is finished, verify the content has imported correctly.
	Create your content from scratch in Canvas. If you're interested in using a course template, contact the Canvas administrator for sample templates.

	REVIEW ASSIGNMENTS, QUIZZES, AND DISCUSSIONS
	Verify activities to be used in the course are published.
	Verify dates. (Due dates are added to the calendar and the syllabus and serve as reminders to students. "*Available from*" and "*Until*" dates will unlock and lock the activity.)
	Verify instructions are accurate and well formatted.
	Verify points are correct.
	Verify the submission type (assignments only).
	Verify number of attempts is correct (quizzes only).
	Verify assignment groups are set up correctly (How to use Assignment Index Page).
	Verify assignments are weighted correctly, if using a weighted grading system (How to Weight Assignment Groups).
	Verify Quiz "Options" are correct (Canvas Quiz Options).
	Verify rubrics are set up correctly and marked as "Use for Grading" if desired.

	REVIEW COURSE DETAILS
	Review Syllabus for accuracy.
	Verify all links (How to Validate Links). Bad links are the #1 help-desk call from students.
	Verify all content is accessible (Creating Accessible Online Courses with Canvas)
	Customize course navigation links. Keep only the links that are necessary. For example, in most cases the following should be hidden: Files, Pages, Outcomes, Conferences, Collaborations, and CCCConfer. If using Modules you can hide even more links to simplify navigation for students. (How to Reorder and Hide Course Navigation Links).
	Verify Modules are logically ordered and published, if using them.
	Verify Module "Lock until" dates are correct, if using them (How to Lock a Module).
	Verify Module requirements and prerequisites are set correctly, if using them (How to add Requirements to a Module and How to set Prerequisites for a Module).
	Verify the course home page is set up correctly (Home Page Layout Options and How to Change the Course Home Page).
	Use "Preview" option in each quiz to check for errors.
	Use "Student View" to review the entire course. This is a good time to verify that all of your content is available in an accessible format. (Student View)

FINAL PREPARATIONS

	Publish your course on the morning of or before the official course start date (whenever it is that you want students to be able to access the course).
	Encourage (or require) your students to go through the "Quest for Online Student Success" self-guided tutorial. Students can earn two badges in this course, "Online Ready" and "College Savvy", which they can display to you for verification if you require it in your course. Contact Sarah Phinney to get the current shareable link and details on how to incorporate into your courses.
	Send an email to your students telling them how to access your course in Canvas. If you're teaching an on-ground class, you can wait and go over this information with students in a class meeting.

TIPS

	Set or verify your Notifications. If you wish to receive text messages from Canvas then you need to Add an SMS Contact Method. Some of the notifications that we recommend setting to "**Notify me right away**" are these (Find out more about notifications from How to Modify Notification Settings): **Submission Comment** **Discussion Post** (being sure to only subscribe to ones where you need this type of notice, such as a forum for class questions) **Conversation Message** - If using the **Scheduler** these are recommended: **Student Appointment Signups**, **Appointment Signups**, and **Appointment Cancellations**
	Do you want to show announcements on the course home page? Do you want to allow students to attach files to discussions? Do you want to prevent students from starting their own discussion topics? Do you want to prevent students from deleting or editing their own discussion posts? Do you want to prevent students from adding replies to announcements? If you answered yes to any of these questions, then find out how to **Modify your Course Settings** to customize the course to your needs.
	Participate in training. Sure you can figure out the basics on your own by spending a **lot** of time fiddling with things and reading documentation, but this is not the most efficient way to learn and you could be missing out on important tips and features. Canvas is very robust, and training will help you to get the most out of all the features. If you are unsure where to turn for training, contact Sarah Phinney.

CAUTIONS!

	DO NOT click on the "Reset Course Content" button. Doing so will delete all of your course content and you will end up with an empty course shell.
	DO NOT click on the "Permanently Delete this Course" button.
	DO NOT click on the "Conclude this Course" button, unless you know what you're doing. Doing so will revert both you and students to a read-only access of the course.
	Announcements and Inbox (Conversation) messages will not be sent out if the course is unpublished.
	Pay attention to the time stamp on anything you have placed a date on. 12:00 means the very first minute of the selected day. For end dates, it is often best to choose 11:59 PM to ensure you are setting it up on the correct date.