Are You Canvas Ready?

Beginning of Semester Checklist

Basic Account Settings

- My profile is updated with a brief biography.
- My account settings have been updated with my:
  - Photo
  - Correct/preferred default email address
  - Other contacts, if desired
  - Desired registered services
- My account notification preferences for preferred modes of contact have been set.

Dashboard

- All Canvas shells for my courses in the upcoming semester have been created and are visible in my dashboard. If not, check "all courses" to make sure your desired courses are starred.

Checklist for Each Course

Course Settings

- Course has been published and is visible to students.
- Section start date has been set (students can see the course beginning on the start date).
- Course navigation items have been arranged to show/hide what is appropriate. (Note: It is recommended that Files, Pages, and People be hidden from students, as well as any item for Canvas tools your course will not be using.)
- All elements of the course (content, forums, exams/quizzes) have been published (students are able to view only published items).
- External Apps: LTI tools that are used in the course have been installed.
- Home page for each course includes information or links to how to start the course and access course materials (for ex., with a "Start here" button or link).
- Green sheet has been uploaded or created as a Canvas page.

Announcements, Events, Calendar

- Any pre-written announcements (i.e. announcements you reuse each semester) have posting dates that are correctly set using the "delay posting" feature.

Assignments

- Available from/until dates and due dates for all assignments are correct.
- How each assignment is to be submitted (no submission, online, on paper, external tool) is correctly noted.
- If using groups, groups have been set up for each group assignment.
- All assignments have been published so they will be visible to students.

Discussion Forums

- Availability (available from/until dates) and due dates for all discussion forums are correct.
- If using groups, groups have been set up for each group forum.

- All forums have been published and are visible to students.

Grades

- Gradebook includes all graded elements (assignments, forums, quizzes/exams).
- If weighting graded elements, all elements are correctly placed in its category (for ex., exams, forums, assignments) and weights are correct. (Note: Canvas Gradebook includes assignments, forums, quizzes/exams, etc. that are part of the course grade.)

Quizzes/Exams

Note: This includes all assessments using the Canvas Quiz tool.

- For each Quiz, dates of availability (available from/until) and due dates are correct.
- For each Quiz, restrictions on time limit, number of attempts, shuffling of answers, etc. are correct.
- All exams were previewed and showed up correctly (use the "Preview" button when in the quiz/exam or take the exam using the "Student View" option).
- All quizzes/exams have been published and are visible to students.

Modules

- Modules are in correct order.
- Each module includes all content needed by students and content is in a logical and consistent order for students.
- Each module includes an overview page articulating the module's purpose and learning goals as well as the required learning activities, such as readings, lectures, assignments, forums and quizzes.
- Links within each module are operable and active.
- Visibility of module has been set. If using "Lock Until" setting, date identified is correct; if using "Prerequisite" setting, prerequisite is correct.
- All modules have been published so they will be visible to students.

Canvas Communication Tools

Conversations is the Canvas email system and is recommended as the primary email communication mode with students in your course. Access Conversations from the Inbox in the left navigation.

- Chat: If the Chat tool is being used, it is visible in the Course navigation bar; if Chat is NOT being used, it has been removed from course navigation bar.
- Conferences: If the Conferences tool is being used, it is visible in the Course navigation bar; if Conferences is NOT being used, it has been removed from course navigation bar.
- Collaborations: If the Collaborations tool is being used, it is visible in the Course navigation bar; if Collaborations is NOT being used, it has been removed from course navigation bar.

bg-transparentverticalw-100text-leftCanvas Guidesh1w-100
- See Canvas Instructor Guides
- Canvas Instructor Video Guides

New WindowPrimarySolid

Support Team

- Max Gault
- Whitney Clay

- Laura Plunkett