

## Canvas Readiness Checklist

Canvas offers a digital home for students to keep them learning between class sessions. This checklist will help you get your Canvas course ready for students.

Criteria	Notes
<input type="checkbox"/> <b>Step 1: <a href="#">Import Content</a> or <a href="#">use Canvas course template</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Import:</b> For previously taught courses. <ul style="list-style-type: none"> <li><input type="checkbox"/> Review and <a href="#">clean up your previous course</a>.</li> <li><input type="checkbox"/> Import course content, but don't include calendar events.</li> <li><input type="checkbox"/> Adjust <a href="#">course due dates</a>.</li> </ul> </li> <li><input type="checkbox"/> <b>Template:</b> For new course development. <ul style="list-style-type: none"> <li><input type="checkbox"/> Import a Canvas <a href="#">course template</a>.</li> <li><input type="checkbox"/> Schedule the <a href="#">Introduction to Canvas training</a> or a <a href="#">consultation with Academic Technologies</a>.</li> </ul> </li> </ul>	
<input type="checkbox"/> <b>Step 2: Create or update <a href="#">Home Page and include</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A brief course description or introduction.</li> <li><input type="checkbox"/> Clear instructions for students (e.g., where to begin).</li> <li><input type="checkbox"/> Contact information, including office hours.</li> </ul>	
<input type="checkbox"/> <b>Step 3: <a href="#">Syllabus is updated, posted and includes</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include course learning outcomes (CLO) and optionally, program learning outcomes (PLO).</li> <li><input type="checkbox"/> Policies and expectations for grading, late work, and make-up work.</li> <li><input type="checkbox"/> Expectations and guidelines for student participation and communication.</li> <li><input type="checkbox"/> Contact information and methods (e.g., office hours, Discussions)</li> </ul>	
<input type="checkbox"/> <b>Step 4: <a href="#">Modules are used to organize content and feature</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear module structure, including overview and summary pages.</li> <li><input type="checkbox"/> Structured student engagement opportunities (discussion boards, etc.).</li> <li><input type="checkbox"/> Lock Modules until a specific date, if desired.</li> </ul>	
<input type="checkbox"/> <b>Step 5: Add module <a href="#">content</a>, including linked files, in Canvas modules:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure <a href="#">videos</a> are linked in Canvas modules.</li> <li><input type="checkbox"/> <a href="#">Remove or update Zoom recording links</a> from previous semesters to Panopto for easier storing.</li> <li><input type="checkbox"/> Check to ensure all <a href="#">Panopto videos are unarchived and available</a>.</li> </ul>	
<input type="checkbox"/> <b>Step 6: Graded items including <a href="#">Assignments</a>, <a href="#">Quizzes</a>, <a href="#">Discussions</a>, etc. are created and configured through the course and include:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submission Type for Assignments (online or external tools are the most commonly used and recommended submission types).</li> <li><input type="checkbox"/> <a href="#">Due date</a> set and grade settings defined.</li> <li><input type="checkbox"/> If graded items are linked to program learning outcomes (PLO), ensure they are <a href="#">configured to work with HelioCampus Assessment (Formerly AEFIS)</a>.</li> </ul>	
<input type="checkbox"/> <b>Step 7: <a href="#">Plan recording or meeting strategies</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule any virtual office hours (<a href="#">Teams</a> or <a href="#">Zoom</a>) so that meetings are added to student calendars.</li> <li><input type="checkbox"/> Create a link via <a href="#">Teams</a> or <a href="#">Zoom</a> that can be provided only to the student who is unable to attend class in person or to guest speakers.</li> <li><input type="checkbox"/> Record the class using <a href="#">Panopto lecture capture</a>, if desired.</li> </ul>	
<input type="checkbox"/> <b>Step 8: <a href="#">Publish the course, content, modules</a> and <a href="#">configure course Settings</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Publish all modules and content</a> that students should see.</li> <li><input type="checkbox"/> Run the <a href="#">Canvas link checker to validate links</a> in the course.</li> </ul>	

<ul style="list-style-type: none"> <li><input type="checkbox"/> Preview as a student using <a href="#">Student View</a> (optional).</li> <li><input type="checkbox"/> <a href="#">Set course time zone</a> (default is Eastern Time).</li> <li><input type="checkbox"/> <a href="#">Customize course navigation</a> to only show relevant items.</li> <li><input type="checkbox"/> <a href="#">Add a course image</a> (this appears on the dashboard).</li> <li><input type="checkbox"/> Set up <a href="#">weighted grades</a> using assignment groups, if desired.</li> <li><input type="checkbox"/> Check the <a href="#">grade scheme</a> to ensure it matches the syllabus grade scheme.</li> <li><input type="checkbox"/> <a href="#">Verify the accuracy of your Canvas gradebook</a>.</li> <li><input type="checkbox"/> Run <a href="#">UDOIT to ensure accessibility</a> of course materials.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Step 9: Communicate with students through <a href="#">Announcements</a> or Canvas <a href="#">Message</a> (Inbox)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome students to the course and include an instructor introduction.</li> <li><input type="checkbox"/> Direct students to key items to review and start.</li> </ul> </li> </ul>	