

Canvas Course Setup Checklist

Completing this checklist should ensure your course is ready for students on day one and runs more smoothly during the term.

Customize Course Detail Settings

- Swap the eagle image for something more subject specific. This helps your course stand out from the crowd.
- Alter the course name to be more student friendly than the confusing system code.
- [Adjust the Grading Scheme](#) to fit your syllabus. Maybe your program says 93% is the cutoff for A; you can set that in Canvas so the gradebook operates under that definition.

Hide/Disable Unused Tools from the Navigation

To reduce clutter, hide unnecessary tools from your Course Navigation to the left. Do you use Lucid Whiteboard or is it just there?

Check the Bookstore

Double-check that the [Bookstore](#) is listing the same text you planned on using. Let's catch those problems sooner than later...

Setup Your Home Page

The Home Page is the first impression of a course, customize it with images and text that set the tone for your students. Please remember to keep the welcome banner image at the top and the quick access buttons at the bottom to follow the CSC Online Standard Template.

[Recording a brief welcome video is easier than ever...](#)

Review Announcements

Cull & Curate: Most announcements are specific to situations with that past group of students so skim through the list and remove any announcements that are no longer relevant, otherwise they might confuse your new/current students. Some announcements are useful, timely reminders and worth keeping; you might revise these so they can become "evergreen" and roll with the course. Set Available and Until dates so these announcements push out automatically when it makes the most sense.

Warnings from the Past: A few announcements will identify issues that arose during the course's last iteration. Maybe in week two, you sent out an announcement to clarify the required textbook

because your inbox was filling up with confused students. How might you edit the course now so this same problem doesn't just show up again in a couple weeks?

Relink Publisher Materials (if applicable)

- [Cengage MindTap](#)
- [McGraw-Hill Connect](#)
- [Pearson MyLab](#)

After you're connected, make clear, up-front communication to students about what exactly they need to buy and where they should go to sync their accounts. Often, simply clicking on a linked assignment in Modules will be the most direct method for students to both purchase the service and sync their accounts with the publisher.

Double-Check Dates

The Shift Dates feature used during import is not perfect and it doesn't catch dates you manually typed out. Scan through your course looking for dates to make sure everything is in line with the current term. Pay special attention to breaks and holidays, you might accidentally reference Thanksgiving in April.

New Feature: [Discussions now allow multiple due dates called "Checkpoints"](#). You can set a date for original post and a separate date for peer replies which helps students keep track of their responsibilities. While you're checking dates, you might take some time to set up these checkpoints.

Organize Assignments into Categories

Canvas calls them "Assignment Groups". They keep your gradebook organized and create additional grade columns so you can see student averages in a category: "Case Studies", for instance. They also give you the option to weight your grades and add rules like, "drop the lowest test score."

Canvas might shift things around during the copy process, often creating an extra "Imported Assignments" category. Make sure the assignments are organized where you want them.

Update Your Syllabus

Update and upload your syllabus to the course. [Please use CSC's latest syllabus template found in the Form's Repository.](#)

Once your syllabus is uploaded to Canvas, [use this trick to make the document load up right on the screen.](#)

Update Your Bio Info

Many courses include an "About Your Instructor" in the Welcome and/or Course Overview. Take a second to confirm all the info on there is up to date. Did you get a new office? Did you complete your PhD? Do you need to upload a new photo? Have you been at CSC for 24 years now, instead of 23?

Publish Content

Check visibility of individual items and Modules as a whole. The  icon means its published and ready for students.

Your course will open automatically on the first day of the term; you just need to make sure the content inside is ready to go.

Review Course in Student View

Review your course content from Student View to experience your course from the student perspective. You can also submit to assignments & quizzes to test drive the experience.

Note: Some third party tools, like Padlet, may not have student view functionality and appear broken when they are actually working fine. Feel free to ask TLPEC for help if you suspect one of these tools is not working properly.

Check for Broken Links with Validator

There's a tool built-in to Canvas that can check for broken links and images. It will catch links that look good for you, but would be unreachable for students.

Tip: if you have a lot of unused pages, copies of copies from the past, Link Validator might report a long list of broken items. It's probably a better use of your time to just [delete those redundant pages](#) altogether than fuss with fixing the links. This is just good course maintenance anyway, as the system can get bogged down with unused clutter.

If you find broken links, the safest bet is to remove the old link and redo it. TLPEC can also help you sort out these annoyances.

This checklist was adapted from Instructure's [Beginning- and End-of-Course Checklists](#).