**Canvas Readiness Checklist**

Canvas offers a digital home for students who may be accessing your course from across campus or across the globe. This checklist will help you get your Canvas course ready for students. You can import the Northeastern Standard Template by using Canvas Commons. Instructors can copy course content and activities from previous Canvas courses or development shells into Registrar shell using the [Course Import tool](https://service.northeastern.edu/tech?id=kb_article&sys_id=1de6e24fdbbb5090af81829a1396199b). Select underlined text links to read instructions.

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| Criteria | Notes |
| * Step 1: [Home Page has been set and includes](https://service.northeastern.edu/tech?id=kb_article&sys_id=fbf7549bdb5c9010bb9fdbf0ce961912#set%20home%20page%20canvas):   + A brief course description or introduction   + Clear instructions for students (e.g., where to begin)   + Navigation to current content in less than three clicks   + Contact information, including office hours |  |
| * Step 2: [Syllabus is updated, posted and includes](https://service.northeastern.edu/tech?id=kb_article&sys_id=fbf7549bdb5c9010bb9fdbf0ce961912#add%20syllabus%20canvas):   + Learning objectives   + Policies and expectations for grading, late work, and make-up work   + Expectations and guidelines for student participation and communication   + Contact information and methods (e.g., office hours, Discussions) |  |
| * Step 3: [Modules are used to organize content and include:](https://service.northeastern.edu/tech?id=kb_article&sys_id=abe52c5fdb9c505084ba5595ce9619aa%20#_ga=2.34856036.433387839.1595862350-1913649856.1582897759)   + Module overview and summary pages   + Structured student engagement (discussion board, etc.)   + Preview or “looking ahead” page for upcoming Module   + Lock Modules until a specific date, if desired |  |
| * Step 4: [Course content](https://service.northeastern.edu/tech?id=kb_article&sys_id=c238b50ddb50d810bb9fdbf0ce9619bd) and [videos](https://service.northeastern.edu/tech?id=kb_article&sys_id=c45f9846dbd85c10bb9fdbf0ce9619ca) are linked in Canvas modules   + [Remove or update Zoom recording](https://service.northeastern.edu/tech?id=kb_article&sys_id=c876a3f41b616050f2d06351b24bcb83) links from previous semesters to the recording stored on Panopto   + Use the course import tool to copy content from other courses you teach |  |
| * Step 5: Assessment ([Assignments](https://service.northeastern.edu/tech?id=kb_article&sys_id=fa5f6195dbd8d810bb9fdbf0ce961928), [Quizzes](https://service.northeastern.edu/tech?id=kb_article&sys_id=8e464adddbd8d810bb9fdbf0ce9619cd), [Discussions](https://service.northeastern.edu/tech?id=kb_article&sys_id=05c8a68ddb285810bb9fdbf0ce961918#discussion), etc.) are created and graded through the course and include:   + Submission Type for Assignments (online or external tools are the most commonly used and recommended submission types)   + Due date set and grade settings defined |  |
| * Step 6: [Include students who cannot join in person](https://service.northeastern.edu/tech?id=kb_article&sys_id=0c7a3c0c1b0ef490112420a6624bcb03)   + Create a link via [Zoom](https://service.northeastern.edu/tech?id=kb_article&sys_id=194b36031b3978900813a643b24bcbde) or [Teams](https://service.northeastern.edu/tech?id=kb_article&sys_id=0f067b6b1bf9b41464c11f8a234bcb66) that can be provided only to the student who is unable to attend class in person.   + Record the class using [Panopto lecture capture](https://service.northeastern.edu/tech?id=kb_article&sys_id=d43ee6c71b713090112420a6624bcb40) so that students who could not make class in person can watch it after the fact.   + Schedule any virtual office hours ([Zoom](https://service.northeastern.edu/tech?id=kb_article&sys_id=183f8ac8db39d090c5575e38dc9619d1%20#_ga=2.41258657.246252713.1628512471-397573503.1616506067) or [Teams](https://service.northeastern.edu/tech?id=kb_article&sys_id=1d186e3ddbf4985084ba5595ce961919#_ga=2.39748128.246252713.1628512471-397573503.1616506067)) so that meetings are added to student calendars. |  |
| * Step 7: [Publish the course, content, modules](https://service.northeastern.edu/tech?id=kb_article&sys_id=5c146753db94905084ba5595ce9619b1) and [configure course Settings](https://community.canvaslms.com/docs/DOC-26420-how-do-i-use-course-settings):   + Publishing all modules and content that students should see   + Preview as a student using Student View, optional   + Set course time zone (default is Eastern Time)   + Customize course navigation to only show relevant items   + Add a course image (this appears on the dashboard)   + Check the grade scheme to ensure it matches the syllabus grade scheme |  |
| * + Step 8: Communicate with students through [Announcements](https://service.northeastern.edu/tech?id=kb_article&sys_id=b241c423dbd4905084ba5595ce9619fe) or Canvas [Message](https://service.northeastern.edu/tech?id=kb_article&sys_id=67d2efdddb965c1084ba5595ce961997) (Inbox)   + Welcome students to the course and include an instructor introduction   + Direct students to key items to review and started |  |