

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"/> Step 1: Import Content or use Canvas course template: <ul style="list-style-type: none"> <input type="checkbox"/> Option A: Previously taught courses. <ul style="list-style-type: none"> <input type="checkbox"/> Review and clean up your previous course. <input type="checkbox"/> Import course content, don't include calendar events. <input type="checkbox"/> Adjust course due dates. <input type="checkbox"/> Option B: New course development. <ul style="list-style-type: none"> <input type="checkbox"/> Import Canvas course template. <input type="checkbox"/> Schedule a consultation with Academic Technologies. 	
<input type="checkbox"/> Step 2: Create or update Home Page and include: <ul style="list-style-type: none"> <input type="checkbox"/> A brief course description or introduction. <input type="checkbox"/> Clear instructions for students (e.g., where to begin). <input type="checkbox"/> Contact information, including office hours. 	
<input type="checkbox"/> Step 3: Syllabus is updated, posted and includes: <ul style="list-style-type: none"> <input type="checkbox"/> Include course learning outcomes (CLO) and optionally, program learning outcomes (PLO). <input type="checkbox"/> Policies and expectations for grading, late work, and make-up work. <input type="checkbox"/> Expectations and guidelines for student participation and communication. <input type="checkbox"/> Contact information and methods (e.g., office hours, Discussions) 	
<input type="checkbox"/> Step 4: Modules are used to organize content and include: <ul style="list-style-type: none"> <input type="checkbox"/> Design module structure, adding overview and summary pages. <input type="checkbox"/> Structured student engagement (discussion board, etc.). <input type="checkbox"/> Preview or "looking ahead" page for upcoming Module. <input type="checkbox"/> Lock Modules until a specific date, if desired. 	
<input type="checkbox"/> Step 5: Add module content, including linked files, in Canvas modules: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure videos are linked in Canvas modules. <input type="checkbox"/> Remove or update Zoom recording links from previous semesters to the recording stored on Panopto. <input type="checkbox"/> Check to ensure all Panopto videos are unarchived and available. 	
<input type="checkbox"/> Step 6: Graded items including Assignments, Quizzes, Discussions, etc. are created and graded through the course and include: <ul style="list-style-type: none"> <input type="checkbox"/> Submission Type for Assignments (online or external tools are the most commonly used and recommended submission types). <input type="checkbox"/> Due date set and grade settings defined. <input type="checkbox"/> If graded items are linked to program learning outcomes (PLO), ensure they are configured to work with HelioCampus Assessment (Formerly AEFIS). 	

<ul style="list-style-type: none"> ❑ Step 7: Plan recording or meeting strategies: <ul style="list-style-type: none"> ❑ Create a link via Zoom or Teams that can be provided only to the student who is unable to attend class in person or to guest speakers. ❑ Record the class using Panopto lecture capture, if desired. ❑ Schedule any virtual office hours (Zoom or Teams) so that meetings are added to student calendars. 	
<ul style="list-style-type: none"> ❑ Step 8: Publish the course, content, modules and configure course Settings: <ul style="list-style-type: none"> ❑ Publishing all modules and content that students should see. ❑ Run the Canvas link checker to validate links in the course. ❑ 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). ❑ Set up weighted grades, if desired. ❑ Check the grade scheme to ensure it matches the syllabus grade scheme. ❑ Verify the accuracy of your Canvas gradebook. 	
<ul style="list-style-type: none"> ❑ Step 9: Communicate with students through Announcements or Canvas Message (Inbox) <ul style="list-style-type: none"> ❑ Welcome students to the course and include an instructor introduction. ❑ Direct students to key items to review and started. 	