Canvas Pre-Semester Start Checklist

This checklist is a quick way to stay organized, but it is not exhaustive. Materials and learning tools should always be reviewed and updated to keep content fresh, relevant, and accessible. Refer to the resources on the next page for additional guidelines.

☐ Import content from a past Canvas course.

☐ Apply a template to create a more student-friendly course structure. (More templates are coming soon!)

☐ Verify that all content and due dates still apply to the current course. Delete any unused items (Announcements, Assignments, Files, Pages, Discussions, etc.).

☐ Edit the course Syllabus area.

☐ Ensure your Modules are published. Use the Test Student option to preview how your modules are seen by students.

☐ Setup your Canvas gradebook. If needed, arrange gradebook columns in a logical order.

☐ (Optional) Crosslist multiple sections into one course.

☐ (Optional) Add a TA, Designer, or Observer to a course. New permissions available to faculty!

☐ (Optional) Customize your course navigation if using other resources.

☐ (Optional) Setup the Canvas Zoom tool to schedule class sessions through Canvas.

☐ Publish your course Note: Unpublished full and first half Fall 2021 courses will be automatically published on August 19th. Second term courses will be automatically published on October 11th.

☐ Send a welcome announcement *
* Note: The course must be published and between the course start and end dates for students to receive announcement notifications. To send announcements or allow students to participate in any activities before the course start date, go to settings and change the Participation settings to "Course", and then edit the start date listed there.

☐ Encourage students to download and use the Canvas Student App on their phone or mobile device.

Get help for any of these tasks from the Canvas 24/7 Support Hotline found on the Canvas Help Menu.

Canvas Pre-Semester Start Checklist

Additional Resources:

- [eCampus Book Ordering Procedure](#): Please complete the textbook adoption process to indicate if you will, or will not, be using any textbooks for your course.

- [Course Evaluation Checklist v2.0](#): A more thorough checklist based on *Universal Design for Learning* principles and pedagogical best practices.

- [Canvas Instructor Quick Tips](#): Easy-to-use instructions for Goucher faculty.