

Canvas Course Setup Checklist

Please use the checklist below at the beginning of the semester in order to ensure that your courses are ready.

Canvas Course Shells

Every course listed with the Registrar has a Canvas course shell automatically created. Any student who registers for your class will automatically appear on your Canvas roster. **Students will have access to the course at 8 am the first day of class.**

Import Content

The Import Content feature allows you to import course materials from one course (source course) to another (destination course).

[How do I copy content from another Canvas course using the Course Import tool?](#) (note that this applies when copying into a *new* course shell because the course shells are automatically created based on Banner content.)

Check the Course Menu

Confirm that the Course Menu consists of the links that you plan to use in your course. Canvas best practices recommends using the links Home, Syllabus, Modules, Grades, and Library Resources.

Update Your Instructor Information

The About Your Instructor information page should contain information students will need to contact you. This includes email, office location and office hours. You may also add notes and upload a picture.

Upload Your Syllabus

The course syllabus should be located in the Syllabus page located on the course navigation menu. Verify that all due dates in the course summary reflect the due dates of the current semester. ATLIS has developed a [syllabus template](#) that contains all the necessary requirements and meets ADA standards.

Update Deadlines, Dates, and Materials

Review all course content for accuracy and adjust due dates for the current semester.

- Verify all links to media (Yuja and YouTube) and external urls are working.
- Update all documents to reflect updates for the current semester.
- Update assignment due dates for the current semester.

Review the Grade Book

Review the Grade Book for accuracy.

- Ensure that all point values are correct.
- Review rubrics to ensure that they have proper formatting.
- Setup weighted grades if necessary.
- If you are using Graded Discussions, verify that the discussion boards are set to be graded.
- Update your grading policy.

Complete the Home Page

In your Home Page you may want to include a brief course overview and welcome your students to the course.

Navigation Videos

Create a navigation video in [Yuja](#) to introduce your students to the course navigation and specific course information.

Course Modules

Ensure that the content in your course modules is listed in the order that you want your students to complete each item. Students often use the “Next” button to navigate the Modules. Additionally, make sure that the module content is published.

Access Athens

If you are participating in the [Access Athens](#) program, confirm that the correct links are available in the course navigation. A [tutorial](#) is available in the Help Desk Knowledge Base.

Update Honorlock Settings

If you use Honorlock for proctoring, ensure that it has been set properly for each quiz/exam in your course. See the following article for instructions on enabling Honorlock in your courses: [Using Honorlock with Canvas](#).

Courseware

If you are using Courseware (McGraw Hill, Cengage, Pearson, Ucertify, etc) check your course to make sure that the courseware settings are connected correctly to the assignments and the gradebook.

Validate Your Course Links

The [Link Validator](#), accessible under Course Settings, can verify that you do not have any dead links in your course. Please note, however, that sometimes a slow server for an external link may result in a link appearing as invalid when it is not. Note: This will not check to see if the link is going to the correct website, only if it is broken.

Publish Your Course

Courses must be published before 8am on the first day of class for students to have access.

NOTE: Students **do not** have access to your course before 8am on the first day of class whether it is published or not.