Start of the Semester Canvas Checklist!

To make sure your Canvas course(s) are ready on the first day of class, here are things you should double check: An online version of this document with links is at: http://bit.ly/startcanvaschecklist

☐ **Publish your course(s)!** Your students can't access your course until the first day of class, but if you haven't published your course(s) then they won't be able to access them at all! ***Remember, publishing your course does not mean all of your course content is published. You still need to make sure all Modules & items are published!***

☐ **Check your course start date** - When your course is created the course start and end dates are automatically populated. In most cases these dates are correct, but it's always a good idea to double-check them.

☐ **Check the links in your course** - Make sure all the different external links in your course are functioning by running the "Validate Links" tool. This tool searches through course content and returns invalid or unresponsive external links in both published and unpublished content.

☐ **Set a Grading Scheme.** If you don't set a grading scheme, students will only see their *percent* grade; they will not see a *letter* grade. Go to course settings, grading scheme, select a grading scheme and choose Valencia Default.

☐ **Adjust your Course Discussion Settings.** If you are using Discussion Forums there is a good chance you do **NOT** want your students to be able to edit or delete their discussion posts, or be able to start their own discussion forum *(not post, forum!)*. In addition, you may want your students to be able to attach documents to their discussion posts.

☐ **Publish your Assignments!** Make sure all of your assignments, discussions, quizzes, etc., have been published, otherwise your students will not have access to them. Also, unpublished assignments, quizzes, discussions, etc. will not only be not visible to students, but they will not show up in the Gradebook, and you will not be able to enter grades for them. *Remember, publishing your course does not publish your assignments.*

☐ **Remove unnecessary Navigational Links**. Navigational links are the links on the left side of your course page. If you leave too many of them visible to your students, you run the risk of students becoming confused, or skipping your course content from the Modules and going straight to their quizzes or discussions. We recommend having these links visible to students: Home, Announcements, Syllabus, Modules, Grades, Student Feedback on Instruction, and People.

☐ **Check assignment due dates and points**. You can do this in a number of places, but the best way is through the Assignments link. You should also double check your assignment "lock dates" if you dragged and dropped on the calendar; in doing that, the "lock dates" don't change, only the due dates change.

☐ **Update Help information for Students**. The best way for students (and faculty) to get help is to click on the "Help" button at the bottom left of every page in Canvas. See other student resources on the Current Students webpage on the Valencia College website: http://valenciacollege.edu/students.cfm

☐ **Add Lock dates to individual Modules**. You might want to edit each module so it can be locked until a certain date. This allows students to have access to the module they are currently working on and not all of them at once. **Note: Locking Modules does not "hide" them or their content.*

☐ **Publish/Unpublish Modules and content.** You can also "hide" Modules and other content from students by clicking the "Publish/Unpublish" cloud which appears to the right of each Module and content item (gray is "unpublished", green with a white checkmark is "published"). Note: Even if content items are "published", students will not be able to see those items if the Module they are in is "unpublished."

☐ **Add a profile picture**. Add a picture of yourself or something that represents you to your Canvas profile. Then, when you post something in Canvas, the picture will show up to the students!

☐ **Gradebook set-up**. Double-check that your gradebook is set-up correctly. This is especially true for extra credit. Extra credit can be tricky!

☐ **Course overview/student view**. Do a once-through of your course in Student View to see how the course will appear to students. Does everything make sense and seem easy to find/understand? Do things look the way you want them to look?

If you're not sure how to check or update anything from the checklist above, please visit http://bit.ly/startcanvaschecklist for a version of this checklist with embedded links to helpful resources. You can also click the Help button on the bottom left of Canvas and search the Canvas Guides or chat with Canvas support.