

CANVAS BEGINNING OF COURSE CHECKLIST

Use this checklist as a starting point to ensure your Canvas course is ready for students at the start of a new term. Scan the QR code below for a digital copy.

Check Personal Account Settings



Set Up Account Notifications

To ensure you receive communication from Canvas, set up your [Notification Preferences](#) and contact method in your Canvas Account.

⇒ *Trainer Tip: Show students how to set their own notification preferences.*



Select Favorite Courses

Customize which course cards are displayed on the Dashboard by “[Favoriting](#)” courses based on preference, date, semester, etc. Current semester courses will display automatically.

⇒ *Trainer Tip: Once courses are displayed, you can also give the course a “[Nickname](#)” visible only to you.*

Check Course Settings



Adjust Course Settings & Details

There are many different options under [Course Details in Course Settings](#). Selecting More Options opens a menu of extra features to turn on and off, such as allowing students to post their own discussion threads.

⇒ *Trainer Tip: For optimum student course experience, hide unnecessary [course navigation](#) links.*

⇒ *Trainer Tip: If you adopted digital course materials through the TigersSmart Start Program, be sure to place “[Course Materials](#)” in your course navigation.*

⇒ *Trainer Tip: Choose if and how many [announcements](#) to display.*

⇒ *Trainer Tip: Use [Validate Links](#) in your Course Settings to ensure there are no broken links.*



Choose Home Page

The Home Page is the first impression of a course. Select the [Home Page](#) option that best fits the needs of your course.

Check Functionality



Check Assignments and Grades

If you use weighted grading categories for your final grade calculations, you’ll want to [Add Assignment Groups](#) to the Assignments Index Page and [assign weights](#) to each Group. Verify the Gradebook is [arranged](#) according to your grading policy and your syllabus.

⇒ *Trainer Tip: You can set [Late Submission](#) or [Missing Submission](#) policies.*

⇒ *Trainer Tip: [Edit Assignment Dates](#) under Assignments to correct all dates on one page.*



Verify Students in the People Link

Select [People](#) to verify your Canvas roster (teacher, student, TA, etc.) for accuracy.

⇒ *Trainer Tip: The People link also displays course sections (if applicable).*



Set up Groups

Divide students into [Groups](#) for better discussions and assignments.

⇒ *Trainer Tip: Use groups for more active discussions boards.*



Check Functionality (continued)



Verify Calendar

Check the [Calendar](#) tool to verify Assignment due dates and Events scheduled for your course.

⇒ *Note: Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates.*

⇒ *Trainer Tip: Calendar's drag-and-drop options easily manipulate and change due dates.*



Publish Content

Check visibility of individual items and modules as a whole.

⇒ *Trainer Tip: You can [unpublish](#) any items you don't want students to see.*



Review Course in Student View

Review your course content from [Student View](#) to experience your course from a student perspective.

⇒ *Trainer Tip: Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries.*



Authenticate Third Party Tools & LTIs (If Applicable)

Third party tools, such as Office 365, must associate with an email address. Ensure that you have logged in, authenticated, and tested these tools before assigning activities with these integrations.

Update Content & Check for Accessibility



Add Syllabus

Add the current syllabus to your course via the [Course Syllabus](#) tool, as a File link in your course, in a Course Page or any other way you would find useful.



Caption Video

Use Studio to [caption](#) new and uploaded videos.



Use Accessibility Checker

[Detect and fix](#) common accessibility errors within Canvas pages.



Convert Docs & PDFs to Canvas Pages

Copy and paste from Word directly into Canvas pages to create materials that load faster and are more accessible than the original.

⇒ *Trainer Tip: Use pdf journal articles? Use [permalinks](#) instead.*

⇒ *Trainer Tip: Use the [clear formatting tool](#) to fix formatting issues.*



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LET'S WORK TOGETHER

The UM3D team of Instructional Designers and Technology Trainers are here to help you succeed. Sign up for [virtual or in person Canvas training sessions](#) or [schedule an appointment](#) to meet with a designer to discuss your instructional needs.

Contact us at um3d@memphis.edu or visit memphis.edu/um3d to learn more.

