Start of Term Checklist

UMN Morris Checklist Start of Term

A course shell for each course where you are listed as the instructor in PeopleSoft will automatically be created four months prior to the start of each term. These course shells will be empty. You can either:

1. Build content within the PeopleSoft generated course shell.
2. Copy content from a previous Canvas course into your PeopleSoft generated course shell.
   a. Adjust import for Zoom calendar events (UMN YouTube Video)
3. Request a development (non-academic) site and then import that content into your PeopleSoft site.

Need assistance? Contact us by emailing: ummteachingsupport@morris.umn.edu. To learn more about Canvas, visit the Canvas resources site: https://it.umn.edu/self-help-guide/canvas-create-organize-content

ADD CONTENT TO YOUR CANVAS COURSE SHELL

- ❏ Create new content. - or -
- ❏ Import Canvas content from previous semester or development site. From **Settings** select **Import Course Content**. Choose to copy from Canvas Course. Search for and select the course that will be copied. You can choose to copy all content or select specific content to copy. **We suggest you do not copy calendar events or announcements.** You can also update dates as part of this process.

REVIEW COURSE SETTINGS

- ❏ Verify course full and short names. You may crosslist/merge your course sections
- ❏ Verify course format.
- ❏ Enable the UMN course grading scheme (choose **Select Another Scheme** and choose **UMN**).
- ❏ Edit course navigation. See good practices for setting your course navigation.
- ❏ Verify student groups (if you are using groups).

REVIEW COURSE CONTENT

- ❏ Create modules to organize and display course content and materials by week, unit or topic. Use the **Prerequisites** and **Requirements** to track student progress on each module.
- ❏ Upload files (course syllabus, course readings, grading rubrics, etc.).
- ❏ Add content (course resources/student assignments).
- ❏ Verify due dates and availability dates.
- ❏ Update course syllabus.
- ❏ Delete outdated or unnecessary headings, content, or activities.
- ❏ Configure gradebook to support grading described in syllabus.
- ❏ Organize course activities by using Assignment Groups/Categories to organize graded activities and assignments.
- ❏ Organize items within each group in chronological order.
- ❏ Set Assignment Group (gradebook category weights, if required.

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❏ Verify alignment between course total points and course syllabus total points.

UPDATE ASSIGNMENTS, QUIZZES, AND DISCUSSIONS

❏ Verify your module activities are published.
❏ Verify assignment and activity due dates. Due dates automatically appear in the course calendar and the **Syllabus** page as convenient reminders for students. "Available from" and "Until" dates will unlock and lock the activity.
❏ Verify instructions are accurate and well formatted.
❏ Verify the submission type (assignments only).
❏ Publish all modules, headers, pages, quizzes, discussions, and assignments.
❏ Publish your course before the official course start date (whenever it is that you want students' number of attempts is correct (quizzes only).
❏ Verify that groups and group sets are populated correctly.
❏ Verify assignments are weighted correctly, if using a weighted grading system.
❏ Verify discussion settings , including post options, grade (if applicable), group settings, and due dates.
❏ Verify discussions are listed in the correct order on the **Discussions** page.

SHARE YOUR COURSE WITH STUDENTS

❏ Publish all modules, headers, pages, quizzes, discussions, and assignments.
❏ Publish your course before the official course start date (whenever it is that you want students to be able to access the course).
❏ Send an email to your students telling them how to access your course in Canvas.

IMPORTANT THINGS TO CONSIDER

● All of your content will be deleted if you click the **Reset Course Content** button. While this may be valuable to you while building a course it would wise to avoid doing so while a class is in session.
● Do not click on the **Permanently Delete this Course** button.
● Use caution when using the **Conclude this Course** button. Doing so will restrict both the instructor and students to read-only access to the course.
● Students will not receive any Instructor-generated announcements or messages sent from Canvas until the course is published AND students have accepted the Canvas Terms of Service.
● Pay attention to the clock hour setting on any activity or assignment where you have set a date. Canvas lists 12:00 to indicate midnight, the very first minute of a selected day. To set a clock time for the end of the day, choose 11:59PM.