



BEGINNING OF COURSE CHECKLIST

The Beginning-of-Course Checklist is a starting point for ensuring your course is ready to go for student access at the start of a new course term.

How To Use

A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria. Features that may or may not be utilized at the Institution will also be listed as **If Applicable**. Relevant help guides are linked throughout the text.

Beginning of Course Practices

Essential ★	
Yes ✓	Practice
☐ ★	Set Up Account Notifications To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account. → Tip: Show students how to set their notification preferences
☐ ★	Import Content (If Applicable) You may need to manually copy course content from another course, a previous term, or the Canvas Commons. → Tip: Make sure to check “include completed courses” to copy from previous terms
☐ ★	Clean Up Migrated Content (If Applicable) If migrating content from a prior LMS or another course, you need to review individual items, check course settings, organize content, and remove unneeded content before publishing your course. Review the Files, Modules, Pages, Quizzes, Assignments, and Discussions index pages. * Note: Removing items from a module does not delete the items from your course. If you need to delete an item go to that item’s index page → Tip: Verify settings for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed → Tip: Use Validate Links in your Course Settings to ensure there are no broken links
☐ ★	Simplify Course Navigation For optimum course experience, hide unnecessary course navigation links. → Tip: The fewer the better
☐ ★	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. → Tip: Include visuals to engage your students and incorporate important information about your course
☐ ★	Add or Update Syllabus Add the current syllabus to your course or update an imported syllabus. → Tip: You can add it to the Course Syllabus tool
☐ ★	Verify Students in the People Link Select People to verify your Canvas roster for accuracy. If you need to add a course/lab assistant

	or another teacher to your course please send an email to edtech@pugetsound.edu. → Tip: The People link also displays course sections (if applicable)
☐ ★	Publish Course and Content Check visibility of individual items and Modules as a whole. Don't forget to publish your course. → 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. * Note: Some third party tools such as Google Drive may not have student view functionality → 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 → Tip: Use Validate Links in your Course Settings to ensure there are no broken links
Best Practices ★★	
Yes ✓	Practice
☐ ★★	Manage Files Upload and review course folders and files. Manage the visibility of content by <i>Publishing, Unpublishing or Restricting Access</i> to folders and files. Hide the "Files" Navigation Link to restrict student engagement with Files to their appearances in Modules. → Tip: You can bulk upload files
☐ ★★	Set Up Grades Verify the Gradebook is arranged according to your grading policy and your syllabus. → Tip: You can move the "Total" column from the far right position to the far left position next to the student list → Tip: You can change your Total column to display as Points, if needed → Tip: You can set Late Submission or Missing Submission policies
☐ ★★	Set Up Assignment Groups (If Applicable) If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and assign weights to each Group. → Tip: You have the ability to add drop rules to each Assignment Group
☐ ★★	Adjust Course Settings (If Applicable) Visit the course Settings to check your Course Details, Sections, and Feature Options. Feature options allow you to choose when you want to enable new feature releases. → Tip: Under the "Course Details" tab, scroll to the bottom and select "More Options" to access many more settings options → Tip: You can cross-list your own courses under the "Sections" tab → Tip: Adding a course card image is a great visual cue for quickly identifying courses → Tip: Integrating 3rd party LTI Tools (apps) with your course allows students to work with applications without leaving the Canvas platform. If interested in implementing an LTI, email edtech@pugetsound.edu.
☐ ★★	Verify Calendar (If Applicable) Check the Calendar tool to verify Assignment due dates and Events scheduled for your course. * Note: The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates → Tip: The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates
☐ ★★	Select Favorite Courses Customize which course cards are displayed on your Dashboard by "Favoriting" or "Moving" courses based on preference, current term, quarter, semester, etc. → Tip: Once courses are displayed, you can also give the course a "Nickname" visible only to you

**Set a Profile Pic (If Desired)**

[Set a profile picture](#) that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab.

Questions? Feedback on this checklist? Please reach out to your Educational Technologist or email edtech@pugetsound.edu.

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