



Setting up your Canvas Page: 25-26 Beginning of year Checklist

When importing content from previous courses, **DO NOT** import an entire course. Instead, use the 'Select specific content' option. [Directions](#)

☐ Settings



- ☐ **Course Image Update:** Course Image: Feel free to use [this template](#) on Canva if you would like to customize your course image. Just copy the template then customize.
- ☐ **Navigation Menu Set up:** Be sure to move the navigation menu links that you need into your course. [Directions](#)

☐ Teacher Contact Information Page: Update and Publish

- ☐ You will find the directions for this in the 'Teacher Contact Information Page' on Canvas

☐ Set up your Homepage

- ☐ Include a brief welcome message
 - ☐ Header Options- Use the pre-created Header or create your own. [Here is a Canva template](#) if you want to create your own. Just copy the template then customize.
 - ☐ Button Design Options- Use the pre-created buttons or create your own. [Here is a Canva template](#) if you want to create your own. Just copy the template then customize.

☐ Copy the Homepage Template for weekly Agendas

- ☐ Duplicate Homepage Template
- ☐ Rename: Week One: 8/7-8/8 (To ensure ease of access for students and parents, please utilize a **consistent naming convention** for all past agendas. We recommend including both the **Week #** and the **date range** in your page titles. *(Optional: include topic)*.
 - ☐ Fill out your agenda for week one. Be sure to use [descriptive links](#) to meet accessibility needs
- ☐ Buttons: If you would like to customize your homepage buttons and need a template here is one you can use to design your own!

☐ Set up your grade passback to Powerschool [25-26 Grading Periods](#)

- ☐ Your category weights have already been set for you in Powerschool
- ☐ Sync your Assignment Categories in Canvas: [Directions](#)
- ☐ Set up Nightly Sync: [Directions](#)

☐ Import the select content you need from previous courses

- ☐ [Directions](#)
- ☐ **Note:** You will NOT bring over any Mastery Connect Assessments into your course. These will populate once we set up your Trackers in the fall.

☐ Utilize the Accessibility Checker

- ☐ [Learn how to use the built in Accessibility Checker](#) 
- ☐ If you replace images in the Blueprint with customized versions, please ensure you do an accessibility check.
 - ☐ You can find the [alt text and display options here](#). You can find [additional accessibility resources here](#).

☐ Publish [Directions](#)