

Canvas Time-Saving Tips for a New Semester

1. Declutter your Canvas Dashboard by [removing inactive courses](#).
2. Update your syllabus and use it as a guide to make updates in Canvas.
3. [Bulk edit due dates](#) to quickly adjust assignment timing for the new semester.
4. [Check the Course Summary](#) in the Syllabus space to make sure all dates are accurate and to find items with incorrect or missing due dates.
5. Delete [Announcements](#) from the previous term.
6. Use the [link validator tool](#) to check for any broken links in your course site.
7. [Apply a grading scheme](#) to your course so students can see their letter grades throughout the semester.
8. Configure the Canvas gradebook to align with your syllabus, including setting up the [grade posting policy](#).
9. If using [weighted assignment categories](#) for grading, check that the percentages in Canvas match those in your syllabus.
10. Compare the content in each module with the schedule in your syllabus.

Contact Peter Zimmerman Zimme922@umn.edu if you have any questions.