

General Canvas

Due: [insert date here] ❑ Log into Canvas ❑ Access and navigate within the five main elements of Canvas (Account, Dashboard, Courses, Calendar, and Inbox)	Due: [insert date here] ❑ Customize user settings and connect web services outside of Canvas (Google) ❑ Customize your dashboard by adding stars to the current courses you're teaching ❑ Visit Canvas profile and add a picture ❑ Customize your notification settings	Due: [insert date here] ❑ Explore the Canvas Commons ❑ Visit the Canvas Community to find additional help resources ❑ Import content from the Canvas Commons
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Course Setup

Due: [insert date here] ❑ Reorder and hide Course Navigation links ❑ Change the Course Home Page to Course Modules, Assignments List, or Syllabus ❑ Publish Course ❑ Add one event to the Calendar	Due: [insert date here] ❑ Create a Front Page and set it as your Home Page with basic information about course ❑ Post an announcement ❑ Add five events to the Calendar per Semester ❑ Use Message Center to correspond with students and/or parents	Due: [insert date here] ❑ Post a video announcement ❑ Add at least ten events to the Calendar over the Semester ❑ Post weekly announcements ❑ Add relevant information to the Syllabus page including course expectations and grading policies ❑ Make the course syllabus public and link to teacher webpage
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Assignments

Due: [insert date here] ❑ From the Canvas Calendar, create an assignment- name, no details ❑ From the Canvas Calendar, create an assignment- click More Options-- add assignment description in Rich Content Editor, select Collect On Paper	Due: [insert date here] ❑ Add assignment, collect online- File Upload, Media Recording, etc. ❑ Add assignment, collect online with Turnitin enabled ❑ Turn on Post Grades to SIS for an assignment ❑ Differentiate due dates for each section ❑ Open SpeedGrader through an Assignment, add scores ❑ Start a Discussion ❑ Add assignments to Modules	Due: [insert date here] ❑ Add assignment with a Rubric ❑ Add assignment, require Peer Review ❑ Use Rubric in SpeedGrader to grade assignment ❑ Leave video or audio comments on student submissions ❑ Use an External Tool to give an assignment (for example: Plato) ❑ Add a Rubric to a Discussion ❑ Use SpeedGrader to grade a Discussion ❑ Create assignments for individual students or groups of students within a course (Differentiated Assignments)
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Modules/Content Pages

Due: [insert date here] ❑ Create a Module shell for each instructional unit you teach in a semester ❑ Add three assignments to the Modules you created ❑ Publish Modules	Due: [insert date here] ❑ Link at least one Module to your Homepage (see General Canvas) ❑ View student progress for Modules ❑ Create a content page and add it to a module ❑ Add an External URL to a module ❑ Add a Quiz to a Module ❑ Add an item from your Google Drive to a Content Page by hyperlinking the "Shareable Link"	Due: [insert date here] ❑ Add requirements to a Module ❑ Add prerequisites to Modules ❑ Link all Modules to your homepage ❑ Use Discussions at least once each Module ❑ Add an External Tool to a Module ❑ Embed an item from your Google Drive on a Content Page
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Quizzes

Due: [insert date here] ❑ Create a Quiz with Multiple Choice and True/False questions ❑ Shuffle Answers ❑ Post Grades to SIS	Due: [insert date here] ❑ Require an Access Code to take a quiz ❑ Allow Multiple Attempts ❑ Assign a Practice Quiz for review ❑ Create a Quiz with a combination of: Fill in the Blanks, Fill in Multiple Blanks, Multiple Answers, Multiple Dropdowns, or Matching ❑ View Quiz Log for students	Due: [insert date here] ❑ Create a Quiz with any of: Formula Question, Essay Question, or File Upload Question ❑ Reorganize questions from Unfiled Bank to specific Question Banks ❑ Create a Quiz from a Question Bank, choose all questions ❑ Create a Quiz from a Question Bank, choose some questions--i.e. 25 out of 30 questions
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Additional Canvas Features

- ❑ [Share a resource to the Commons](#)
- ❑ [Create Student Groups in one class](#)
- ❑ [Create a Collaboration for students](#)
- ❑ [Have students create ePortfolios to showcase their work](#)
- ❑ [Generate and utilize analytics for a course](#)