

### CMCSS 6-12 Canvas Teacher Checklist for Starting the Year

- ☐ Verify that my courses in Canvas are correct and match courses from PowerSchool
- ☐ [Star](#) courses to select the courses I want to see on my dashboard
- ☐ Import content between courses
  - Check out this [guide](#) on how to use the Course Import Tool, “copying content from another Canvas course”
- ☐ Adjust settings for each course
  - In the course navigation, choose Settings>Course Details>more options (located at the very bottom of the page)
  - You **MUST** check the boxes for Hide totals in student grades summary and Hide grade distribution graphs from students. Students will still check PowerSchool for their final grades.
    - ☒ [Hide totals in student grades summary](#)
    - ☒ [Hide grade distribution graphs from students](#)
  - Read the end of this [guide](#) on other course setting options.
  - Check out the [recommended](#) course settings
- ☐ Email your Technology Integration Coach if you are going to use the Canvas Gradebook to push the grades to PowerSchool. We must get the assignment groups (categories) set up EXACTLY.
- ☐ Publish content inside the course you wish for students to see
- ☐ Publish course
- ☐ Tutorial Video: [Canvas Overview for Instructors](#)