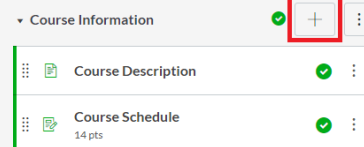


START-OF-SEMESTER CANVAS CHECKLIST

Copy materials from your blank Canvas course or import it from D2L.



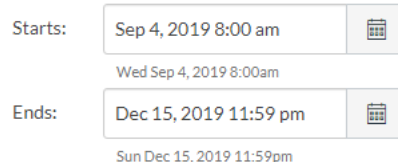
Add items to modules so that they appear on the course homepage.



Publish anything in the course you want students to see by ticking the green checkmark (either in the item's settings or in the module)



Check your course start and end dates.



Set a grading scheme (students will see only their percent grade rather than a letter grade if you do not set a scheme).



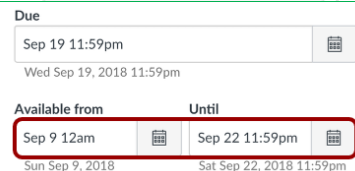
Check the links in your course.



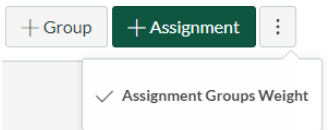
Preview course elements from the student's perspective.



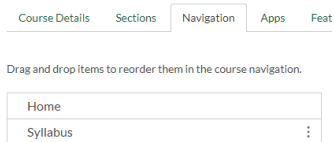
Check the due dates and availability dates for items.



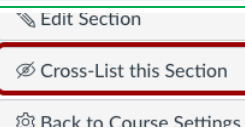
Set up your gradebook and align it with your assignments page.



Adjust items in the course navigation to fit the design of your course.



Combine sections (if you would like). Multiple lab sections, for example.



Publish your course (otherwise students won't be able to see it).



Set up a time to talk with someone from CATL; use [Canvas's 24-hour help line](#); chat with a [Canvas representative](#); or flip through the [Canvas guides](#) to explore further questions.

QUICK USE ADDRESSES:

Copy materials: <https://bit.ly/2AW9sOn>
Import from D2L: <https://bit.ly/2LJY7YN>
Add to modules: <https://bit.ly/2SMpGBj>
Start & End Dates: <https://bit.ly/2h3n2c7>
Grading Scheme: <https://bit.ly/2KooHgD>
Checking Links: <https://bit.ly/2FvrNnu>
Student Preview: <https://bit.ly/2vut7C6>

Due Dates: <https://bit.ly/2I4f3a8>
Gradebook: <https://bit.ly/318uxzP>
Course Navigation: <https://bit.ly/2YvQU01>
Combine Sections: <https://bit.ly/2K3v4gB>
Publish Your Course: <https://bit.ly/2CM9Lu2>
Canvas Guides: <https://bit.ly/2uRCIs8>
CATL Consultation: <https://bit.ly/2MpzPCS>