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:

Import from D2L: https://bit.ly/2LJY7YN
Start & End Dates: https://bit.ly/2h3n2c7
Student Preview: https://bit.ly/2vut7C6
Due Dates: https://bit.ly/2l4f3a8
Combine Sections: https://bit.ly/2K3v4gB
Canvas Guides: https://bit.ly/2uRCls8
CATL Consultation: https://bit.ly/2MpzPCS