

BEGINNING OF COURSE CHECKLISTS

The Beginning-of-Course Checklist is a starting point for ensuring your course is ready to go for student access at the start of a new course term.

How To Use

A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria.

Support Resources

If you have any Canvas questions, please contact the Help Desk by emailing helpdesk@rollins.edu or by calling 407-628-6363.

Beginning of Course Practices

Essential Practices ★	
Yes ✓	Practice
<input type="checkbox"/> ★	<p>Customize Course Settings</p> <p>It is important to be aware of the many different options residing under Course Details in Course Settings. Selecting More Options will open up a menu of extra features to turn on and off, such as allowing students to post their own discussion threads.</p> <p>→ IDT Tip: Adding a course card image is a great visual cue for quickly identifying courses</p> <p>→ IDT Tip: Don't forget to select Update Course Details at the bottom once you update the settings</p>
<input type="checkbox"/> ★	<p>Simplify Course Navigation</p> <p>For optimum course experience, hide unnecessary course navigation links.</p> <p>→ IDT Tip: The fewer the better. We recommend showing Modules, Announcements, Syllabus, Grades, MyMedia</p> <p>→ IDT Tip: Hide the Files link so that students do not have access to all your course files</p> <p>→ IDT Tip: Don't forget to select Save at the bottom</p>
<input type="checkbox"/> ★	<p>Validate Links</p> <p>Validate links in your Course Settings to ensure that there are no broken links.</p>
<input type="checkbox"/> ★	<p>Choose Home Page</p> <p>The Home Page is the first impression of a course. Select the Home Page option that best fits the needs of your course.</p>
<input type="checkbox"/> ★	<p>Review Course in Student View</p> <p>Review your course content from Student View to experience your course from a student perspective.</p> <p>* Note: Some third party tools may not have student view functionality</p> <p>→ IDT Tip: Many students use the Canvas mobile app. Use the student view feature in the mobile teacher app to see what your course looks like from a mobile device. Directions for iOS or Android</p>

<input type="checkbox"/> ★	Publish Your Course and Content Remember to publish your course . Students cannot view the course until you do this. Publish modules and items within a module. Students cannot view them until you do this.
Best Practices ★★	
Yes ✓	Practice
<input type="checkbox"/> ★★★	Customize the Dashboard Customize which course cards are displayed on the Dashboard by “ Favoriting ” courses based on preference, current term, etc. → <i>IDT Tip:</i> You can also give the course a “ Nickname ” visible only to you → <i>IDT Tip:</i> You can add or remove the color overlay
<input type="checkbox"/> ★★★	Add the Canvas Overview and Resources Module from Commons Import this resource module from Commons . Once imported, the module will appear in your course. → <i>IDT Tip:</i> You can refer students to these resources for a Canvas overview as well as directions for submitting an assignment, viewing assignment feedback, taking a quiz, and posting to the discussion board.
<input type="checkbox"/> ★★★	Add Syllabus Add the current syllabus to your course. → <i>IDT Tip:</i> You can add it to the Course Syllabus tool, as a File link in your course
<input type="checkbox"/> ★★★	Set Up Grades Verify the Gradebook is arranged according to your grading policy and your syllabus. → <i>IDT Tip:</i> Enable grading schemes in Course Details if you want a letter grade to accompany the percentage listed for total grade → <i>IDT Tip:</i> Set the grade posting policy to manual, if you want to control when students see assignment grades → <i>IDT Tip:</i> You can move the “Total” column from the far right position to the far left position next to the students → <i>IDT Tip:</i> You can set Late Submission or Missing Submission policies
<input type="checkbox"/> ★★★	Set Up Assignment Groups (If Applicable) If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and assign weights to each Group. → <i>IDT Tip:</i> You have the ability to add drop rules to each Assignment Group
<input type="checkbox"/> ★★★	Clean Up Imported Content (If Applicable) If you imported content from another course, you may need to review individual items, check course settings, organize content, and remove unneeded content before publishing your course. Review the Files, Modules, Pages, Quizzes, Assignments, and Discussions index pages. * Note: Removing items from a module does not delete the items from your course. If you need to delete an item go to the index page → <i>IDT Tip:</i> Verify settings for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed

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