BEGINNING CHECKLISTS – LC State Fall 2020

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 semester.

Essential Items:

Yes ✔	Practice
❏	**Set Up Account Notifications** To ensure you receive communication from Canvas, set up your Notification Preferences and contact methods in your Canvas Account. → *Tip:* Remind students to set their notification preferences
❏	**Simplify Course Navigation** For optimum course experience, hide unnecessary course navigation links. → *Tip:* This is also where you can add Zoom or Conferences to your navigation
❏	**Verify Students in the People Link** Select People to verify your Canvas roster (teacher, student, TA, etc.) for accuracy. → *Tip:* The People link also displays course sections (if applicable)
❏	**Publish Course and Content** Check visibility of individual items and Modules as a whole. Don't forget to publish your course. → *Tip:* You can unpublish items you don't want students to see yet (Green means GO! If the item's publish indicator is green, it is visible to students.) **LCSC Instructional Designer Tip:** *Courses open to students the Friday before the first day of the semester. YOU STILL HAVE TO PUBLISH! On the homepage, in the upper right, select PUBLISH.*
❏	**Validate Links** Check visibility of individual items and Modules as a whole. You can select Validate Links in your Course Settings to ensure there are no broken links
❏	**Review Course in Student View** Review your course content from Student View to experience your course from a student perspective. ∗ *Note:* Some third-party tools may not have student view functionality → *Tip:* Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries
❏	**Add Syllabus** Add the current syllabus to your course. → *Tip:* Watch this syllabus tutorial from e-Learning Services.

Best Practices:

Yes ✔	Practice
❏	**Select Favorite Courses** Customize which course cards are displayed on the Dashboard by "Favoriting" courses based on preference, current term, quarter, semester, etc. → *Tip: Once courses are displayed, you can also give the course a "Nickname" visible only to you* ***LCSC Instructional Designer Tip:*** *During the first semester this might not seem necessary, but as you have more and more classes in Canvas, this will be helpful!*
❏	**Set Up Grades** Verify the Gradebook is arranged according to your grading policy and your syllabus. → *Tip: You can move the "Total" column from the far right position to the far left position next to the student list* → *Tip: You can change your Total column to display as Points, if needed* → *Tip: You can set Late Submission or Missing Submission policies*
❏	**Set Up Assignment Groups** 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. → *Tip: You have the ability to add "drop" rules to each Assignment Group* ***LCSC Instructional Designer Tip:*** *Assignment Groups are what was called "Categories" in Blackboard. Some people use these for "quizzes" or "journals"*
❏	**Adjust Course Settings** Visit the course Settings to check your Course Details, Sections, Apps and Feature Options. Feature options allow you to choose when you want to enable new feature releases. → *Tip: Adding a course card image is a great visual cue for quickly identifying courses*
❏	**Authenticate Third Party Tools** *(If Applicable)* Third party tools, such as Google Apps or Office 365, must associate with an email address. Ensure that you have logged in, authenticated, and tested these tools before assigning activities with these integrations. → *Tip: Authentication is an easier process if you are logged in to the email address with which you plan to authenticate in another browser tab or window*
❏	**Clean Up Migrated Content** *(If Applicable)* If migrating content from a Blackboard, you need to review individual items, check course settings, organize content, and remove unneeded content before publishing your course. ∗ *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* → *Tip: Verify settings for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed.*
❏	**Verify Calendar** Check the Calendar tool to verify Assignment due dates and Events scheduled for your course. ∗ *Note: The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates* → *Tip: The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates*
❏	**Set a Profile Pic** Set a profile picture that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People ta