

Canvas Course Checklist

eLearning Services

The Canvas Course Checklist is a starting point for ensuring your course is ready to go for student access at the start of the semester.

Essential:

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.

Course Navigation

To streamline course navigation, hide unused [course navigation](#) links.

Add Syllabus

[Add the current syllabus to your course.](#)

Publish Content

Check visibility of individual items AND Modules- if the Module isn't published, published items within it will not be visible to students. (Green means GO!)

Validate Links

Access Course Settings and click "[Validate Links in Content](#)" on the right to check for broken links in your course.

→ Tip: Link Validator will list all broken links; click on an item in the list to jump to it and make updates.

Update Student Resources Module

The "Student Resources" module is part of the template. Changes to the LC State website require updates to this module.

[Update the Student Resources module \(PDF\)](#)

[Update the Student Resources module \(video\)](#)

Review Course as a Student

Review your course content from [Student View](#) to experience your course from a student perspective. (Some third-party tools may not have Student View functionality)

→ Tip: Student View adds a Test Student to Grades. After using Student View, enter your Gradebook as a teacher to view any Test Student entries.

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Best Practices:

Customize your Dashboard

Customize the course cards displayed on the Dashboard by "[starring](#)" courses based on preference, current term, type, etc.

→ Tip: Once courses are displayed, you can give the course a "[Nickname](#)" visible only to you. Drag and drop to rearrange your course cards.

Set a Profile Pic

[Set a profile picture](#) for your Canvas Account. Students will see the image displayed in Inbox, Announcements, Discussions, and People.

Adjust Course Settings

Visit the course [Settings](#) to check your Course Details, Sections, Apps and [Feature Options](#).

→ Tip: Adding a [course card image](#) is a great visual cue for quickly identifying courses.

Configure Gradebook Settings and Policies

Verify the Gradebook is [arranged](#) according to your preferences.

→ Tip: [Late Submission](#) and [Missing Submission](#) policies should be set before term start.

→ Tip: You can [move the "Total" column](#) to the front of your Gradebook columns.

→ Tip: You can [change your Total column to display as Points or Percentages](#).

Organize Assignment Groups

All graded items in Canvas display on the Assignments page, and this page controls the layout of your Grades. [Organize your Assignments into related Assignment Groups](#) (ex. Quizzes, Exams, Essays, Chapter Problems, etc.).

→ Tip: If you use weighted grades, you need to [assign weights](#) to each Assignment Group.

→ Tip: You can [add "drop low score" rules](#) to each Assignment Group.

Adjust Due Dates and Check Calendar

[Access the Date Management tool](#) from the Assignments page to adjust all due dates in one place. Then check the [Calendar](#) tool to verify scheduled items for your course.

→ Tip: The Calendar tool allows for drag-and-drop to easily change due dates.

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Best Practices (if applicable):

Authenticate Third Party Tools

Third party tools, such as Google Apps, must be associated with an email address. Log in, authenticate, and test these tools before assigning activities with these integrations.

→ Tip: Authentication is easier if your Chrome browser is logged in with the same email address that you want to authenticate in Canvas.

→ Tip: For questions about third party tool integration, contact helpdesk@lcsc.edu

Import Items from Commons

If you are using tools such as Respondus LockDown Browser (+Monitor), Unicheck, or Peer Reviews, or your class is supported by the Math and Science Tutoring Center, visit the [Commons](#) area to import the most current information for students into your course(s).