

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.

Course Setup:

☐ Add Syllabus

Add the current syllabus to your course. The required Syllabus template is located on the [Academic Affairs Information for Faculty page](#)

☐ Update/Choose Course Home Page

You can [change your Course Home Page](#) to reflect one of five layout options

→ Tip: eLearning recommends setting the home page to “Pages Front Page” for at least the first two weeks of the semester. Once students have been active in the class for a few weeks, you may want to change it to “Course Modules” for ease of navigation.

→ Tip: If you are only posting a Syllabus in Canvas, set your course home page to “Syllabus.”

☐ Course Navigation

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

☐ Confirm Merged Sections and/or Cross-listed Courses

Prior to the semester start, you must request course merges with IT by emailing helpdesk@lcsc.edu. Courses that are cross-listed in the catalogue are automatically merged.

→ Tip: To confirm your merge / cross-list is active and to view student enrollment in specific sections, [view the section enrollment guide](#).

☐ 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!) For full publishing options, view the [how to publish and unpublish](#) guide.

☐ 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](#)

☐ Confirm Course Grading Scheme

The Grading Scheme defines the letter grade percentages for the course. The template contains the official LC State Grading Scheme. If you are not using the template or need to set your course to pass/fail, check out the [steps for enabling/editing a Grading Scheme](#).

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☐ **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.). 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**

[Access the Date Management tool](#) from the Assignments page to adjust all due dates in one place.

☐ **Update Course Announcements**

If you copied your full course from a previous semester, you may need to [edit announcements](#), [delete announcements](#), or [update the announcement publish dates](#).

☐ **Validate Links**

Click on Settings in your course menu and click “[Validate Links in Content](#)” on the right to check for broken links in your course.

☐ **Preview Course as a Student**

Preview your course using [Student View](#) to experience your course from the student perspective. Verify that modules and content display as intended.

Account Customization:

☐ **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.

→ Tip: Drag and drop to rearrange your course cards.

→ Tip: Add a unique [course card image](#) to quickly identify courses.

☐ **Set a Profile Picture**

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

☐ **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.