

BEGINNING-OF-COURSE CHECKLIST

for PCCD CANVAS USERS

*This checklist was created by the Training Services Department at Instructure, and then edited by the PCCD Distance Education Team to reflect PCCD's specific Canvas set-up.

★ indicates super important

Beginning of Course Practices

Canvas	
<input type="checkbox"/> ★	<p>Verify Courses in Canvas</p> <p>Log into both Canvas and PROMT (My Faculty Center) to verify that all courses you are assigned to teach have corresponding Canvas courses.</p> <p>→ Tip: Note that courses move on and off your Dashboard based on their start and end dates, and that all of your Canvas courses can be found under Courses on the navigation bar.</p>
<input type="checkbox"/>	<p>Review Account Notifications</p> <p>To ensure you receive communication from Canvas, review your Notification Preferences and contact method in your Canvas Account.</p>
<input type="checkbox"/>	<p>Set a Profile Pic</p> <p>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 tab.</p> <p>→ Tip: You may want to choose a professional headshot to model appropriate photos for students</p>
<input type="checkbox"/>	<p>Organize Dashboard</p> <p>Customize which course tiles are displayed on the Dashboard by "Favoriting" courses based on preference, current term, quarter, semester, etc.</p> <p>→ Tip: Once courses are displayed, you can also give the course a "Nickname" visible only to you</p>
Courses	
<input type="checkbox"/> N/A	<p>Combine Courses (option in consideration at district level due to FERPA issues)</p> <p>If you teach concurrent courses or multiple sections of the same class, you may have them combined into one Canvas course.</p> <p>→ Note: if you request a combined Canvas course, you <u>must do it before</u> students participate in the class. If you request a combined Canvas course after students participate, you will lose student submissions, grades, etc.</p>
<input type="checkbox"/>	<p>Simplify Course Navigation</p> <p>For optimum course experience, hide unnecessary course navigation links.</p>

	<p>→ Tip: <i>The fewer the better</i></p>
☐ ★	<p>Add Syllabus Add the current syllabus to your course. → Tip: You can add it to the Course Syllabus tool, as a File link in your course, onto a Course Page and any other way you would find useful</p>
☐	<p>Manage Files Upload and review course folders and files. Manage the visibility of content by <i>Publishing, Unpublishing or Restricting Access</i> to folders and files. → Tip: You can bulk upload files</p>
☐ ★	<p>Copy and Setup Content If migrating content from a prior LMS or another course, you 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. → Tip: Copying content from another (current or previous) course is super easy! → Tip: Verify settings and dates for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed</p>
☐ ★	<p>Check Accessibility Remember that all online content must be accessible. → Tip: Use the Canvas accessibility checker → Tip: Canvas Guides have lots of helpful info about making Canvas content accessible</p>
☐ ★	<p>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</p>
☐	<p>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: You may want to select Validate Links in your Course Settings to ensure there are no broken links</p>
☐ ★	<p>Verify Students in the People Link Select People to verify your Canvas roster (teacher, student, TAs, DSPS staff, etc.) for accuracy. → Tip: remember that there is a short delay between PROMT and Canvas, but Canvas rosters should match PROMT rosters within 24 hours.</p>
☐ ★	<p>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 any items you don't want students to see → Tip: You may want to select Validate Links in your Course Settings to ensure there are no broken links</p>