

Beginning-of-Course Checklist

This 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.

For more Canvas resources, please visit the [Technology Help Resources](#) website.

Essential

<input type="checkbox"/>	Set Up Account Notifications To ensure you receive email notifications for important course activities and Canvas Inbox messages, set up your notification preferences in your account.
<input type="checkbox"/>	Customize Course Detail Settings 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.
<input type="checkbox"/>	Clean Up Migrated Content (If Applicable) If migrating content from Blackboard or another course, you should 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.
<input type="checkbox"/>	Simplify Course Navigation For the best course experience, ensure that you have hidden unnecessary course navigation links and made necessary links available to students.
<input type="checkbox"/>	Choose Home Page The home page is the first impression of a course. Select the home page option that best fits the needs of your course.
<input type="checkbox"/>	Publish Course and Content Check visibility of individual items and modules as a whole, and don't forget to publish your course.
<input type="checkbox"/>	Review Course in Student View Review your course content from student view to experience your course from a student perspective.

Best Practices

<input type="checkbox"/>	Select Favorite Courses Customize which course cards are displayed on the dashboard by "favoriting" courses based on preference, current term, quarter, semester, etc.
<input type="checkbox"/>	Set Up Grades Verify the Gradebook is arranged according to your grading policy and syllabus.
<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.
<input type="checkbox"/>	Verify Calendar Check the calendar tool to verify assignment due dates and events scheduled for your course.
<input type="checkbox"/>	Set a Profile Picture 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 tabs.

