



# BEGINNING- AND END-OF-COURSE CHECKLISTS

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 new course term. The End-of-Course Checklist is helpful to review when you are nearing the end of your course term.

## How To Use

A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria. Relevant help guides are linked throughout the text.

### Beginning of Course Practices

Essential ★	
Yes ✓	Practice
<input type="checkbox"/> ★	<p><b>Set Up Account Notifications</b></p> <p>To ensure you receive communication from Canvas, set up your <a href="#">Notification Preferences</a> and contact method in your Canvas Account.</p>
<input type="checkbox"/> ★	<p><b>Add Syllabus</b></p> <p>Add the current syllabus to your course.            → <b>Tip:</b> You can add it to the <a href="#">Course Syllabus</a> tool, as a File link in your course, onto a Course Page and any other way you would find useful.</p>
<input type="checkbox"/> ★	<p><b>Customize Course Detail Settings</b></p> <p>It is important to be aware of the many different options residing under <a href="#">Course Details</a> 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 and hiding grades summary.            → <b>Tip:</b> Don't forget to select Update Course Details at the bottom once you update the settings.</p>
<input type="checkbox"/> ★	<p><b>Simplify Course Navigation</b></p> <p>For optimum course experience, hide unnecessary <a href="#">Course Navigation</a> links.</p>
<input type="checkbox"/> ★	<p><b>Update the Home Page Contents</b></p> <p>Please edit the Home Page (inherited from the Course Template) to update the course title, course description, and instructor's contact information. We kindly ask instructors to retain this homepage layout to ensure a consistent appearance and to maintain the resource buttons for students.</p>
<input type="checkbox"/> ★	<p><b>Verify Students in the People Link</b></p> <p>Select <a href="#">People</a> to verify your Canvas roster (teacher, student, tutor, etc.) for accuracy.</p>
<input type="checkbox"/> ★	<p><b>Review Course in Student View</b></p> <p>Review your course content from <a href="#">Student View</a> to experience your course from a student perspective.</p>

	<p><i>*Note: Some third party tools may not have student view functionality</i>  → <b>Tip:</b> <i>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.</i>  → <b>Tip:</b> <i>You may want to select <a href="#">Validate Links</a> in your Course Settings to ensure there are no broken links.</i></p>
<input type="checkbox"/> ★	<p><b>Publish Course to Allow Student Early Access</b>  If you want to make the course accessible prior to its official start date, you have two options. Please read the following guide for instruction:</p> <ul style="list-style-type: none"> <li>• <a href="#">Allow Students Early Access to Courses Before Start Date</a></li> </ul> <p>→ <b>Tip:</b> <i>You can <b>unpublish</b> any items in Modules you don't want students to see yet.</i></p>
Best Practices ★★	
Yes ✓	Practice
<input type="checkbox"/>	<p><b>Customize Dashboard</b>  You can select which courses to display on your dashboard:</p> <ul style="list-style-type: none"> <li>• <a href="#">Dashboard Organization</a></li> </ul>
<input type="checkbox"/> ★★	<p><b>Select Favorite Courses</b>  Customize which course cards are displayed on the Dashboard by “<a href="#">Favoriting</a>” or “<a href="#">Moving</a>” courses based on preference, current term, quarter, semester, etc.  → <b>Tip:</b> <i>Once courses are displayed, you can also give the course a “<a href="#">Nickname</a>” visible only to you.</i></p>
<input type="checkbox"/> ★★	<p><b>Manage Files</b>  <a href="#">Upload</a> and review course folders and files. <a href="#">Manage the visibility</a> of content by <i>Publishing, Unpublishing or Restricting Access</i> to folders and files.  → <b>Tip:</b> <i>You can <a href="#">bulk upload</a> files.</i></p>
<input type="checkbox"/> ★★	<p><b>Set Up Grades</b>  Verify the Gradebook is <a href="#">arranged</a> according to your grading policy and your syllabus.  → <b>Tip:</b> <i>You can <a href="#">move the “Total” column</a> from the far right position to the far left position next to the student list.</i>  → <b>Tip:</b> <i>You can change your Total column to display as Points, if needed.</i>  → <b>Tip:</b> <i>You can set <a href="#">Late Submission</a> or <a href="#">Missing Submission</a> policies.</i></p>
<input type="checkbox"/> ★★	<p><b>Set Up Assignment Groups (If Applicable)</b>  If you use weighted grading categories for your final grade calculations, you will want to <a href="#">add Assignment Groups</a> to the Assignments Index Page and <a href="#">assign weights</a> to each Group.  → <b>Tip:</b> <i>You have the ability to add drop rules to each Assignment Group.</i></p>
<input type="checkbox"/> ★★	<p><b>Adjust Course Settings (If Applicable)</b>  Visit the course <a href="#">Settings</a> to check your Course Details and <a href="#">Feature Options</a>. Feature options allow you to choose when you want to enable new feature releases.  → <b>Tip:</b> <i>Under the “Course Details” tab, scroll to the bottom and select “More Options” to access many more settings options.</i></p>

	→ <b>Tip:</b> Adding a <a href="#">course card image</a> is a great visual cue for quickly identifying courses.
<input type="checkbox"/> ★★	<p><b>Import Content (If Applicable)</b>          You may need to manually <a href="#">import course content</a> from another course, a previous term or the Canvas Commons.          → <b>Tip:</b> Make sure to check “include completed courses” to copy from previous terms.</p>
<input type="checkbox"/> ★★	<p><b>Clean Up Migrated Content (If Applicable)</b>          If migrating content from Moodle (our previous 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.  <i>*Note: Removing items from a module does not delete the items from your course. If you need to delete an item go to that item’s index page</i>          → <b>Tip:</b> Verify settings for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed.          → <b>Tip:</b> You may want to check out the <a href="#">Instructor Canvas Guides</a>,</p>
<input type="checkbox"/> ★★	<p><b>Verify Calendar (If Applicable)</b>          Check the <a href="#">Calendar</a> tool to verify Assignment due dates and Events scheduled for your course.  <i>*Note: The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates.</i>          → <b>Tip:</b> The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates.</p>
<input type="checkbox"/> ★★	<p><b>Set a Profile Pic (If Applicable)</b>  <a href="#">Set a profile picture</a> that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab.          → <b>Tip:</b> You may want to choose a professional headshot to model appropriate photos for students.</p>

## End of Course Practices

Essential ★	
Yes ✓	Practice
<input type="checkbox"/> ★	<p><b>Verify Grades (If Applicable)</b>          It is important to verify grades if Canvas is the gradebook of record. Any changes made will affect student final grades.          → <b>Tip:</b> Verify that the Canvas Gradebook matches the grading policy set up in your syllabus.          → <b>Tip:</b> You can turn all missing entries to zeros through the <a href="#">late policy options</a>.          → <b>Tip:</b> Remember to check out more about <a href="#">Assignment Groups</a> if using weighted grading categories.</p>

Best Practices ★★

Yes ✓	Practice
<input type="checkbox"/> ★★	<p><b>Export Grades</b>            From the Grades tab in a Canvas course, use the <a href="#">Export button</a> to download a CSV file of your final grades.            → <b>Tip:</b> <i>You may want to save the download as an Excel file.</i></p>
<input type="checkbox"/> ★★	<p><b>Export or Copy Content</b>            Using the <a href="#">Export Course Content</a> tool in Course Settings will allow you to save a file export package of your Course outside of Canvas.            → <b>Tip:</b> <i>You may have a <a href="#">Copy this Course</a> button that allows you to copy content to a new course shell.</i></p>
<input type="checkbox"/> ★★	<p><b>Settings (If Applicable)</b>            Unless advised by the LMS admin, avoid making changes to your Course Settings. This can include selecting options such as concluding a course, removing a student or changing term start and end dates.            → <b>Tip:</b> <i>Changing settings without the advice of your LMS Admin can affect student/course data.</i></p>
<input type="checkbox"/> ★★	<p><b>Download Additional Data (If Applicable)</b>            Student data can be downloaded in several areas of a course in addition to the Gradebook. The Learning Mastery Gradebook has <a href="#">an export</a> of student Outcomes. Classic Quizzes include <a href="#">Statistics</a> with both student analysis and item analysis reports.            → <b>Tip:</b> <i>Classic Quiz Statistics can only be downloaded per quiz, not entire course.</i></p>



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