**Beginning of Term Checklist**

***User Account Settings***

* Update account settings with:
* photo.
* display name & pronouns
* correct/preferred default email address
* Set notification preferences for preferred modes of contact.

***Imported Courses
(complete for courses with content imported from a previous or master course)***

* + **Assignments**: Set new due dates and double check available to/from dates.
	+ **Quizzes and Exams**:
		- Set new due dates and double check available to/from dates.
		- Double check questions and answers to ensure they transferred properly.
	+ **Discussions:** Set new due dates and double check available to/from dates.
	+ **Gradebook**:
		- Double check that all assignments display in the appropriate category for the correct number of points.
		- Double check category weights.
	+ **Modules:**
		- Double check that each has migrated over in the correct order and is published.
		- Delete duplicates that can arise from importing a previous term.
	+ **Content:** Double check that hotlinks and videos still work (look at Assignments, Discussions, Pages, hotlinks within each module, external tools, etc.). (Note: Consider using “Student View.”)
	+ **Announcements**:
		- Set new due dates for pre-scheduled announcements.
		- Delete old announcements you will not need.
	+ **Calendar**: Double check events that imported over.

***All Courses***

***Course Settings***

* + Ensure that the course is published and check visibility dates for students (start/end dates).
	+ Create and set course Home Page.
	+ Upload updated course syllabus to the Syllabus tab.
	+ Hide/move unused course navigation tabs. (Note: It is recommended that the Files and Pages tabs be hidden from students, as well as any tabs for Canvas tools that your course will not be using, so that students will work through the material in the order you design with course modules. The attendance tab is not viewable by students.)
	+ Publish *all* elements of the course (modules, pages, discussions, forums, exams/quizzes, hotlinks, etc.). (Note: Students can view only published items).
	+ Install any External Apps (LTI tools) that will be used in the course.

***Assignments***

* + Set due dates and dates of availability (available from/until).
	+ Make clear how students will submit assignments (upload a file, submit a paper copy, etc.).
	+ Set assignment restrictions, including type and number of files, whether students can resubmit, whether peer review is required, etc.
	+ **Best Practice:** Consider using TurnItIn for essays. (Note: TurnItIn automatically checks papers for plagiarism and can be set to provide automatic comments on grammar, etc.)

***Quizzes/Exams***

* + Set due dates and dates of availability (available from/until).
	+ Set quiz and exam restrictions, including time limit, number of attempts, answer shuffling, etc. (Note: Each term, consider transitioning some quizzes to “New Quizzes” as Canvas’s “Classic Quizzes” sunset in June 2024.)
	+ Preview quizzes and exams to ensure they show up correctly for students. (Note: Use the “Preview” button when in the quiz/exam or take the exam using the “Student View” option.)
	+ **Best Practice:** Provide instructions if students will be using test proctoring services.

***Discussions***

* + Set due dates and dates of availability (available from/until).
	+ **Best Practice:** Provide clear guidelines and/or a rubric for posts and replies.

***Gradebook***

* + Set and weigh grade categories.

***Modules***

* + Ensure that each module includes all necessary content (including readings, lectures, PowerPoint slides, assignments, forums, etc.) in a logical order.
	+ Publish and set the visibility for each module. (Note: Consider using the “Lock Until” setting or restrictions that require students complete previous modules or assignments before moving to the next module).
	+ **Best Practice:** Begin each module with an overview (objectives, tasks/checklists, how the module builds on previous modules, etc.).
	+ **Best Practice:** End each module with a wrap up (summary or questions to think about, connections to the following modules, etc.).

***Content (Note: Consider using “Student View”)***

* + Check that links within each module are operable and active.
	+ Check that hotlinks and videos within Assignments, Discussions, Pages, etc. work.
	+ Ensure that all material is published and set visibility.
	+ **Best Practice:** Use the accessibility checker in all RTE boxes (Pages, Assignments, etc.).
	+ **Best Practice:** Evaluate the accessibility of all documents, set video close captioning, etc.

***Announcements***

* + Set pre-scheduled announcements.

***Calendar***

* + Schedule Zoom class meetings, work sessions, office hours, etc. (Note: Consider using the Scheduler appointment tool to allow students to sign up for office hours.)
	+ Double check assignment due dates.

***Questions about Canvas?***

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