# UNIVERSITY OF MICHIGAN

**Instructor Readiness Canvas Course Checklist**

## The Basics:

☐ **Upload your course documents to Canvas**. Use the Files link on the course menu to [upload your course documents.](#) Once you have files uploaded you can [create a file link in a page in a course](#). Review [tips on creating accessible documents](#) to improve accessibility to your online course content.

☐ **Use Modules to organize your course materials**. [Organize your modules](#) by week, unit, topic, or other organizational structures that will most benefit the students. Modules should be used to organize course content including files, assignments, quizzes, and other resources. Remember to [publish your modules](#) in Canvas so students can access them.

☐ **Hide course menu links.** By [hiding course navigation menu items](#), you can reduce confusion for your students and keep them focused on the relevant course materials. It is best to hide menu items that students will not be using. Commonly unused tools include Attendance, Chat, Collaborations, Conferences, and Outcomes.

☐ **Check the Gradebook for alignment with your course syllabus.** The [New Canvas Gradebook](#) is directly tied to graded activities in Canvas. Graded activities include graded discussions, graded quizzes/surveys, and assignments. If you need a column for manual grade entry, you will need to create a "No Submission" or "On Paper" assignment in Canvas. Review the Canvas Guides for information on how to [give extra credit in a Canvas course](#). For any questions about the Canvas gradebook, especially if it is not calculating grades appropriately, please send an email to [4help@umich.edu](mailto:4help@umich.edu).

☐ **Use the Student View to preview your course.** [Student View](#) can help you quickly determine whether students can access the desired content and cannot access content you do not want them to.

## Complete Checklist:

## <u>Course Information</u>

☐ Verify the [home page has been set](#) and is accurate for your course.

☐ Confirm that the syllabus is up-to-date and accessible. Review how to work with [Files in Canvas](#).

☐ If needed, enter your contact information and office hours on your [Canvas Profile](#).

☐ Check that your "Start Here" module, [announcement](#) and/or home page has updated text, is specific to your course, and provides students with guidance on where to begin and what to expect.

☐ Confirm you have provided students with information about technical resources and information, including [Student Canvas Guides](#), the [ITS Canvas Student Guide](#), [Canvas technical support contact information](#), and [browser requirements](#).

## <u>Course and Content Organization</u>

☐ [Check Files](#) to verify that course materials have been uploaded or imported to your course and are not duplicated. Remember to remove old files.

☐ [Check Modules](#) to ensure they are clearly organized and provide full descriptions that will be beneficial to students.

☐ [Check Assignments](#) to ensure they have correct points possible and due dates, and that links to assignments are placed in the appropriate modules.

☐ [Manage Assignment Groups](#) to remove any duplicate or empty groups. If you are using Canvas grade weighting, verify that assignment group weights in Canvas match the weighting in your syllabus.

☐ [Check New Gradebook](#) to establish that the total points possible match the course syllabus.

☐ [Manage Course Navigation](#) to remove any unnecessary tools. The recommended starting menu items include Announcements, Discussions, Grades, Modules, Add GSI, and Accessibility Check.

☐ [Validate that all Course Links](#) (internal and external) are functional.

☐ Verify whether [Discussions are set to be graded or ungraded](#), as described in your course syllabus. Drag discussions into the [Pinned Discussions](#) as to lock them in a specific order.

☐ [Verify that the settings for Quizzes](#) have been applied (e.g. due dates, availability dates, quiz timer, displaying student selections and correct answers).

☐ [Manage course Groups](#) by removing old groups and adding new groups as needed.

☐ [Review the Published status](#) of content and modules. All content and modules should be published if they are to be used in the course. The Publish status should not be used to control access to content, instead use availability dates, module requirements/prerequisites, and/or lock dates to control access.

☐ Add GSI's or course designers through the People tool. Review information on [roles and permissions in Canvas](#).

## Access the Course using Student View

- [ ] Verify that Discussions are arranged in the Pinned Discussions section in logical order.
- [ ] Verify that content in Modules is visible. Determine that access to content is available or restricted appropriately.
- [ ] Verify that grades are calculating correctly. As the instructor, enter grades for the Test Student prior to using Student View to validate calculations.

## Notify Students about Canvas Course Content

- [ ] Publish your Canvas course to give students access and to begin communicating through Canvas. Students will not receive any notifications from your Canvas course until it is published.
- [ ] Create course announcements after the course is published.

- [ ] Share the [Canvas Student Guide](#) with students.

## Additional Tips

- [ ] The [Canvas at Michigan site](#) provides Canvas tips, updates, and announcements, a self-paced course to learn how to use Canvas, self-guided tutorials and videos, U-M specific Canvas information and step-by-steps, and a place to propose and vote for new Canvas features. Anyone can enroll in the Canvas at Michigan Course and it is beneficial for instructors to go through the self-paced course and earn badges.
- [ ] In your Canvas Course, on the right-hand side of the page, there is an option called 'Course Setup Checklist.' This is a checklist within Canvas that tracks your progress when setting up the course. It is beneficial to review this checklist as well to ensure your course is ready for students.