

Start of Semester Checklist for Canvas

The following tasks will help you get ready for Day 1 of your Canvas course. Use this as a checklist to make sure you and your students have a smooth start to the semester. Links to helpful resources are also included.

- ☐ **Import** the [Course Entry Quiz](#) from Commons
 - **KEEP *name*** of quiz and ***graded*** status
- ☐ Attach your syllabus to the Syllabus area using the [Rich Content Editor](#)
- ☐ Make **Modules** the *central location* of your course
 - Using the [Navigation](#) area in Settings, *hide* Assignments, Discussions, and Quizzes
 - Make sure all student activities and work appears in your Modules section of the course
- ☐ Finalize course set-up
 - **Settings**
 - [Enable a grading scheme](#) or [create your own](#) to be used for the course
 - Use the [Link Validator](#) to ensure all of your course hyperlinks are working and responsive
 - Optional:
 - [Hide total grade](#) from students (to be released later in the semester)
 - Use drop-down menu to modify the default due time (if you do not want to use 11:59pm)
 - **Gradebook**
 - Set grades for student activities as [Automatic or Manual](#) grades
 - **Rubrics**
 - Attach rubrics to [Assignments](#), [Discussions](#), and [Quizzes](#)
 - Check box to **enable rubric** to be *used for grading* for each student activity
- ☐ **Publish!**
 - [Modules and items within a module](#)
 - [Course](#)
- ☐ Reach out to your students before classes begin and/or on the first day
 - [Canvas Inbox](#)
 - Course must be published
 - [Announcements](#)
 - Course must be published *and* course start date has arrived
 - Email
 - Use [Self-Service to get student email addresses](#) and email them through Outlook if you want to reach out *before* publishing your course