Canvas Start of Term Checklist

This checklist can serve as a guide for the completion of your Canvas Course site before the start of each term.

Add Graduate Employee to your course and request a Course Merge
☐ To add a GE, have available the GE’s Duck ID along with the Course CRN, and submit your request using the form on the following page (you will also be prompted to login with your Duck ID and password):
  https://oregon.qualtrics.com/jfe/form/SV_3wKTqvPeDOXHemN
  * Please note that only the Instructor of Record is able to request to add a Graduate Employee to their course. Plan ahead and submit your request in a timely manner as requests for roles can take up to 48 hours to complete
☐ If you are teaching a multi-section course, you can request to have the Canvas Course sites merged by filling out the following form:
  https://library.uoregon.edu/cmet/canvas#merge-form

Course Content
☐ Import Course Content from a previous term, using the Select Content option and adjusting due dates
☐ OR, create new course content

Review Course Details
☐ Add or update a Home Page for your course
☐ Update and make all changes to your Syllabus
☐ Review the Course Navigation Menu to confirm that only links you wish to have seen by students are visible (i.e., hide Files, People, and other tabs that are not regularly used)

Review Modules and Pages
☐ Order Modules chronologically or by topic, if being used
☐ Include all course content within the Modules, embedding resources on Pages when possible
☐ Verify that links to documents, pages, and external sites are correct by using the Canvas Link Validator

Review Assignments, Quizzes, and Discussions, Gradebook
☐ On each Assignment, verify submission types
☐ Check that Discussions are ordered logically and include the correct details
☐ Preview each Quiz to ensure the content is correct
☐ Add Due Dates to all Assignments, Quizzes, and Discussions. Due Dates populate the Calendar and To-Do List in Canvas, which can help students stay organized.
☐ Review your Gradebook for correct assignments, point values, and weighting of assignment groups

Preview your Course as a student
☐ Use Student View to review all of the content of your course, ensuring it is visible to students
☐ Ensure documents and materials are assessible

Publish your Course
☐ Confirm that each Page and Module of the course is published
☐ Publish entire course
☐ Contact students via Canvas to inform them the course site is live *Students cannot be contacted through Canvas email before the course is published*

iClicker
☐ If you are using iClicker, make sure to update to the most current version of the software no sooner than two weeks before the term begins. Software is available on the following page: https://library.uoregon.edu/cmet/canvas/iclicker

Get Help with Canvas
☐ Stop by Knight Library, Rm 19, for in-person help
☐ Email: lms-support@ithelp.uoregon.edu
☐ Phone: 6-1942