

## **Pre-Semester Canvas Course Readiness Checklist**

Contact an [SSU Instructional Designer](https://bit.ly/SSUID) with questions about any of these steps!

**Step 1: Home Page/Canvas Navigation has been set and includes:**

* A brief “welcome” that includes course description or introduction
* Clear instructions for students (e.g., where to begin, locations of core course materials)
* Left-Navigation menu that is organized to hide unused features and high-priority items are moved to the top of the list as needed
* Contact information, including office hours and use of online communication (email, Canvas message; instructor preferences and when students should expect responses)

**Step 2: Syllabus is updated, posted and includes:**

* Learning objectives
* Policies and expectations for grading, late work, and make-up work as well as any departmental policy boilerplate (e.g. academic integrity, statement of Inclusivity)
* Expectations and guidelines for student participation and communication
* Contact information and methods (e.g., office hours, Discussions)

**Step 3: Modules are used to organize content chronologically and include:**

* Modules include an overview page with objectives and deliverables in student-friendly language.
* Varied types of student engagement (Student-Instructor, Student-Student, Student-Content) that support module and whole course learning outcomes
* Add relevant files, external links and additional pages to module
* “Getting started” module added with materials to welcome and orient students (examples: syllabus, welcome letter, course tour, student introductions, pre-semester survey, etc.)
* Lock Modules until a specific date, if desired

**Step 4: Assessments (Assignments, Quizzes, Discussions, etc.) are created and include:**

* Description of purpose, steps to complete and criteria for evaluation
* Explanation of connection to whole course and module-level outcomes
* Submission Type for Assignments (online or external tools are the most commonly used and recommended submission types)
* Due date and point values are specified
* Assignments are grouped and weighted in Canvas exactly as defined in the Syllabus

**Step 5: Schedule online meetings in advance of real-time class sessions. Creating recurring Zoom meetings via Canvas will save you time and pre-populate the students calendar.**

* Add Zoom integration to your Canvas course and schedule Zoom class meetings via Canvas
* In Zoom, add an Alternative host if there is someone co-facilitating
* Configure default settings to best meet teaching goals
* Create a plan for the first class session in advance
* Create an online etiquette, expectations, and a recording plan to share with the class

**Step 6: Publish the course, content, modules and configure course Settings:**

* Publishing all modules and content that students should see in the first few weeks
* Validate external links and page accessibility using Canvas tools
* Course Navigation is clear and consistent (unused items are hidden).
* Preview content and assignments using Student View to catch any locked and unpublished content
* Hide Files area from student view if it contains content the students shouldn’t see

**Step 7: Communicate with students through an Announcement (after publishing), for example:**

* Welcome students to the course and include an instructor introduction
* Direct students to key items to review and get started

// Revised April 2021