

# Canvas Course Readiness Checklist

- Does your homepage display correctly? If you have an image, is it showing? Are all links working? Have you included clear instructions for getting started?

The screenshot shows the Canvas course homepage for 'CTE Sample Course'. On the left is a navigation menu with 'Home' highlighted. The main content area features a large blue banner with the Clarkson College logo and the text 'Welcome to Sample Course 101!'. Below the banner is an instruction: 'To begin, click on the Modules tab and look at the items listed in the Welcome Module.' The right side of the page has 'Edit' and a three-dot menu icon.

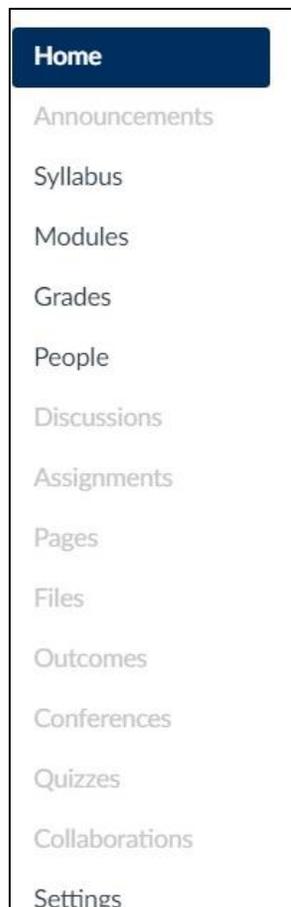
- Is your syllabus linked as a pdf on the Syllabus tab? Is there other relevant information that you should include here?

The screenshot shows the 'Course Syllabus' page in Canvas. The 'Syllabus' tab is selected in the left navigation menu. The page contains the following text: 'The following link is for the course syllabus. To download the syllabus, click on the title link. To view the syllabus on this page, select the icon to the right of the link name that looks like a page with a magnifying glass.' Below this is a link: 'Course Syllabus pdf' with a magnifying glass icon. Further down, it says: 'The list below includes your assignments and due dates. You may click on an assignment to go directly to it; however, be sure that you have first viewed all of the material in the module. You may access modules from the link below.' A link 'Continue to Modules' is provided. The 'Course Summary:' section contains a table with the following data:

Date	Details	
Thu May 10, 2018	<a href="#">Introductions</a>	due by 11:59pm
Sun May 13, 2018	<a href="#">Module 1 Discussion</a>	due by 11:59pm
	<a href="#">Module 1 Presentation</a>	due by 11:59pm
Mon May 14, 2018	<a href="#">Module 2 Pre-assessment</a>	due by 11:59pm
Sun May 20, 2018	<a href="#">Module 2 Reflection</a>	due by 11:59pm

Have you adjusted the course navigation to display only the links students need to access? (*Reminder: those tabs not visible to students will show in a light gray color.*) Below is a recommendation of what your course navigation should look like, unless you are using other integrations that students need to access (such as YuJa, MyLabs, etc.)

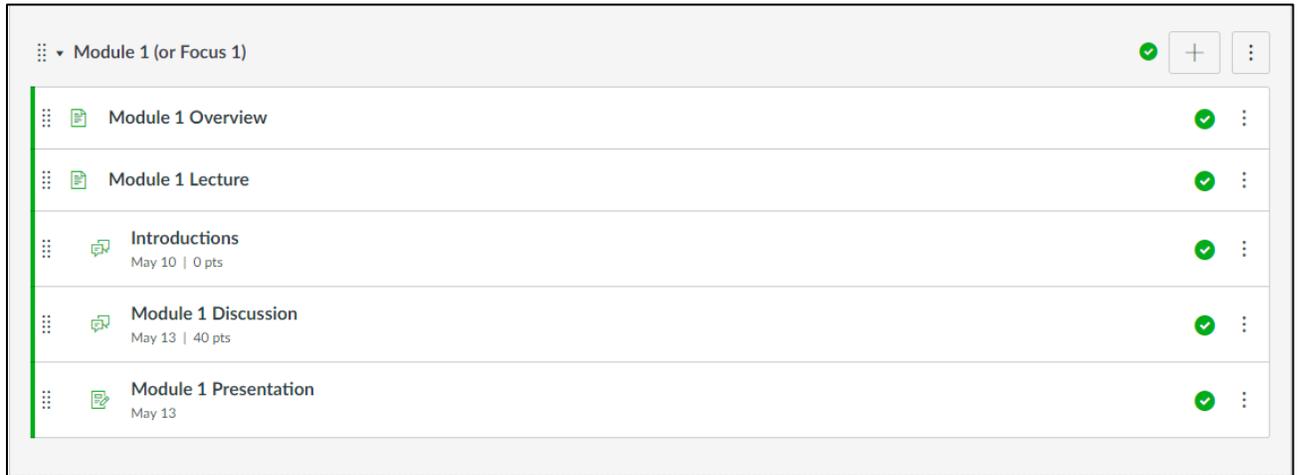
- Home
- Announcements
- Syllabus
- Modules (remove if using Modules as homepage)
- Grades
- People



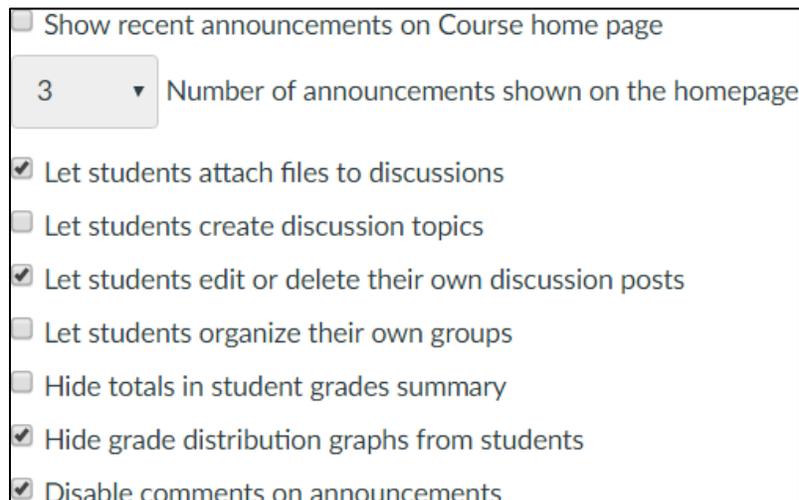
Have you copied the Student Learning Outcomes assignments into this new course? SLOs should be visible under their own module.



- Ensure that all references to eCollege items have been removed, such as: Dropbox, Webligraphy, DocSharing, etc.**
  
- Modules are clearly organized and labeled following recommended naming conventions for content items (e.g. Module 1 Lecture, Module 1 Discussion, etc.). Check with your department for naming conventions.**



- Have you gone through your course settings? Settings > Course Details > More Options. Recommended setting are checked in the image below.**



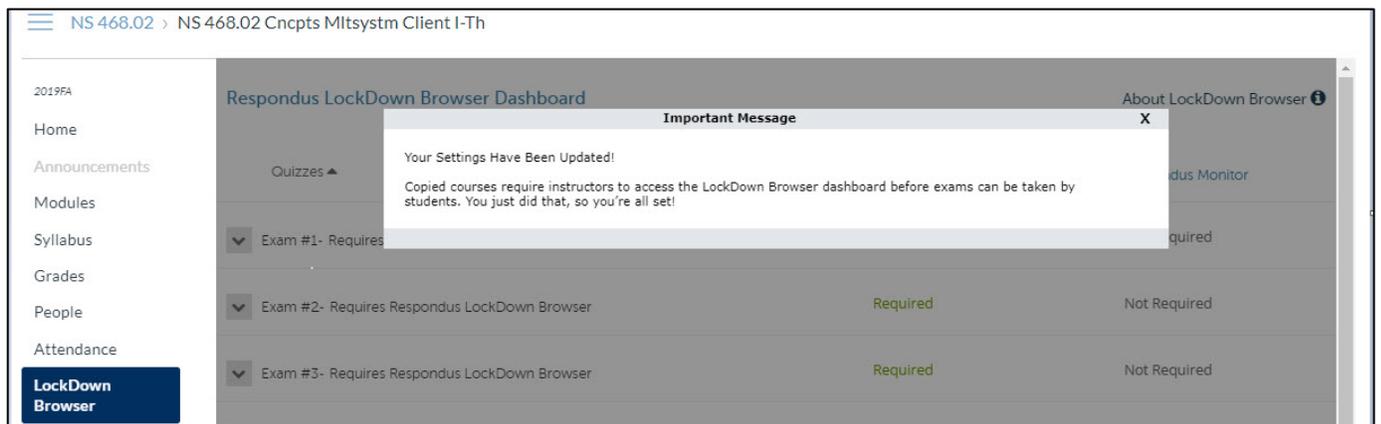
- Are your Assignments set up correctly?**
  - Due dates, points, rubrics, Turnitin, etc.
  
- Are your Discussions set up correctly?**
  - Due dates, points, rubrics, threaded, groups, etc.

**Are your Quizzes/Exams set up correctly?**

- Instructions, due dates, number of attempts, feedback settings, etc.
- Exam questions and answers display correctly.
- Migrated questions such as T/F and Matching have been revised for accuracy.
- **Reminder: clicking the Preview button will show the student view.**



- When copying a course from a previous semester into a new course shell, make sure to click the LockDown Browser tab and access the dashboard to activate it in the new course. As the message says, this step will ensure your students will be able to take your quiz or exam using LockDown Browser. You only need to do this once in each course.**

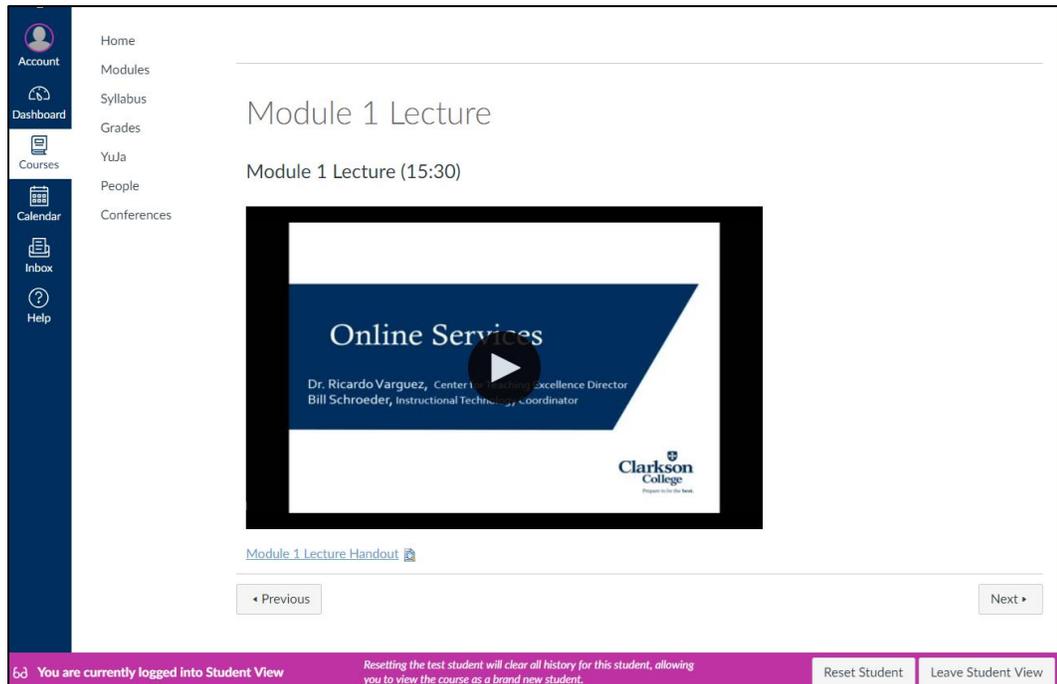


- All shared course content from CTE has been added to the course as necessary and set to open in a new tab. This could include items such as: APA Quick Reference Guide, HIPAA Training, etc. Materials can be found on the CTE website at:**

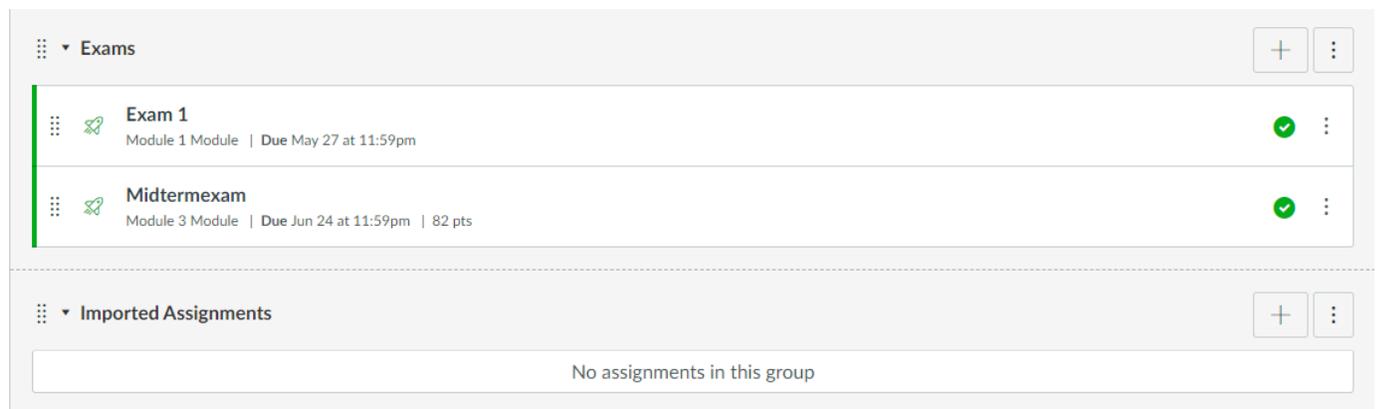
<http://cte.clarksoncollege.edu/tutorials/>



- ❑ All links to lectures, web pages, videos, etc. display correctly when in Student View. (*Reminder: Student View is accessible from both the Settings tab and the Course Home page*)



- ❑ Delete empty groups on the Assignments page since these groups appear in the Gradebook and in the student view of Grades.



- ❑ Is the Gradebook displaying items correctly? The order of items in the Gradebook is based on the order of items on the Assignments tab. If you want to reorder the Gradebook, reorder items on the Assignments tab. Or you can drag and drop columns in the Gradebook. If you don't see an assignment in the Gradebook, double-check to ensure that the assignment is published and is set as graded.

- Are all necessary course content items published? Items are visible to students when the icons and publish buttons are green. You can double check this by going into the Student View mode. Unpublished items will not be visible in Student View.

### ***Normal View***

	Module 1 Overview		
	Module 1 Lecture		
	Introductions May 10   0 pts		

### ***Student View***

	Module 1 Overview
	Introductions May 10   0 pts

- When you're ready to go live, publish your course: Home > Publish. Even if the course is published early, students won't be able to view content until the official course start date.

### ***Unpublished***

<b>Home</b>	CTE Sample Course	Edit		Course Status
Modules				Unpublished  Published

### ***Published***

<b>Home</b>	CTE Sample Course	Edit		Course Status
Modules				Unpublish  Published