

Canvas Course Readiness Checklist

- Does your home page 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 interface for 'Kate's Demo Course'. On the left is a navigation menu with links: Home, Announcements, Syllabus, Modules, Grades, People, Assignments, Discussions, Quizzes, Files, Pages, Rubrics, Outcomes, and Conferences. The main content area has the title 'Kate's Demo Course' and a 'Welcome to Kate's Demo Course!' message. Below the message is a large image of a blue sign for 'Clarkson College' with a white crest. Underneath the image is a link that says 'Click to continue to Modules'. In the top right corner, there are 'Edit' and menu icons.

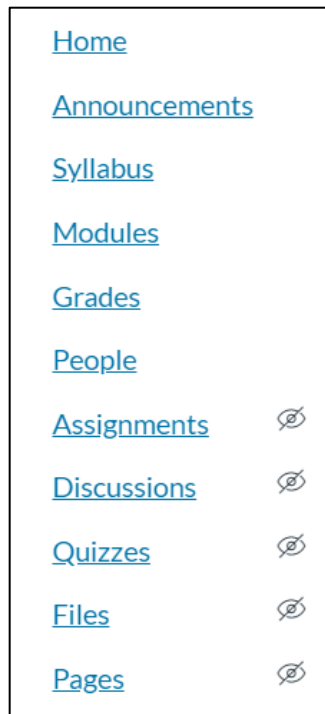
- Is your syllabus linked as a pdf on the Syllabus tab? Is there other relevant information that you should include here?

The screenshot shows the 'Course Syllabus' page in Canvas. The left navigation menu has 'Syllabus' highlighted. The main content area includes a 'Jump to Today' button and an 'Edit' button. The text reads: '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.' There is a 'Continue to Modules' link. Below this is a 'Course Summary:' section with a table of assignments.

Date	Details	
Thu May 10, 2018	Introductions	due by 11:59pm
Sun May 13, 2018	Module 1 Discussion	due by 11:59pm
	Module 1 Presentation	due by 11:59pm

- ❑ **Have you adjusted the course navigation to display only the links students need to access? (Reminder: those tabs with a crossed-out eye, known as the visibility icon, will be invisible to students.) 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 home page)
- Grades
- People

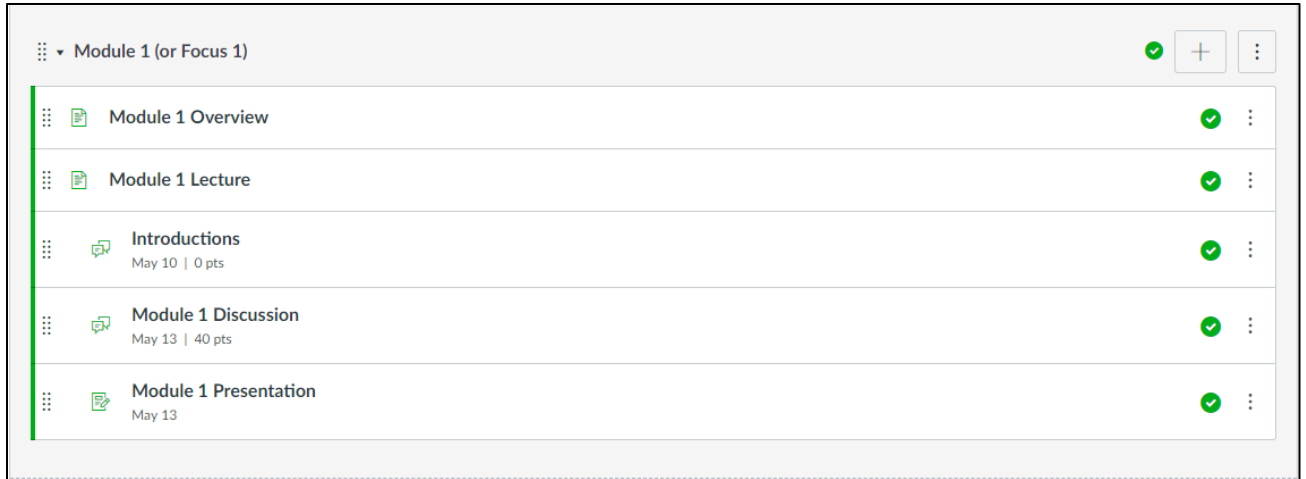


- ❑ **Have you copied the Student Learning Outcomes assignments into this new course? SLOs should be stored in a separate Assignment Group.**

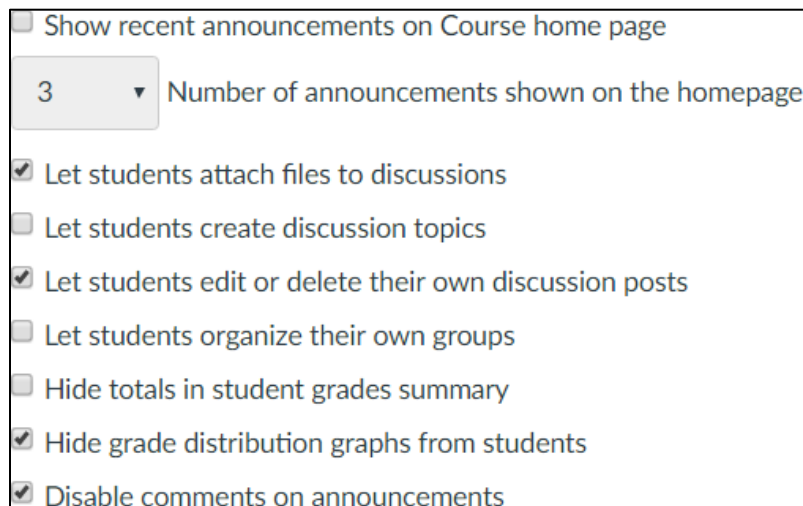


- Ensure that all references to eCollege items have been removed, such as: Dropbox, Webligraphy, DocSharing, etc.**

- Modules should be 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 reviewed your course settings? Settings > Course Details > More Options. Recommended setting are checked in the image below.**



- Are your File Upload Assignments set up correctly?**
 - Instructions, due dates, points, rubrics, Turnitin, etc.

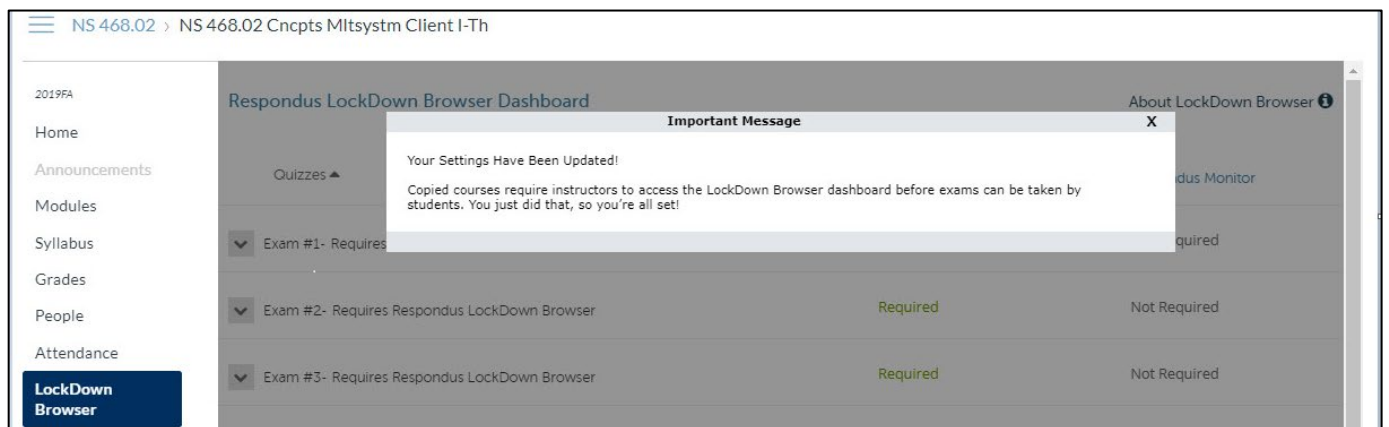
- Are your Discussions set up correctly?**
 - Instructions, due dates, points, rubrics, threaded, groups, etc.

- 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 reviewed for accuracy.
 - **Reminder: clicking the Preview button will show the student view of a Quiz.**

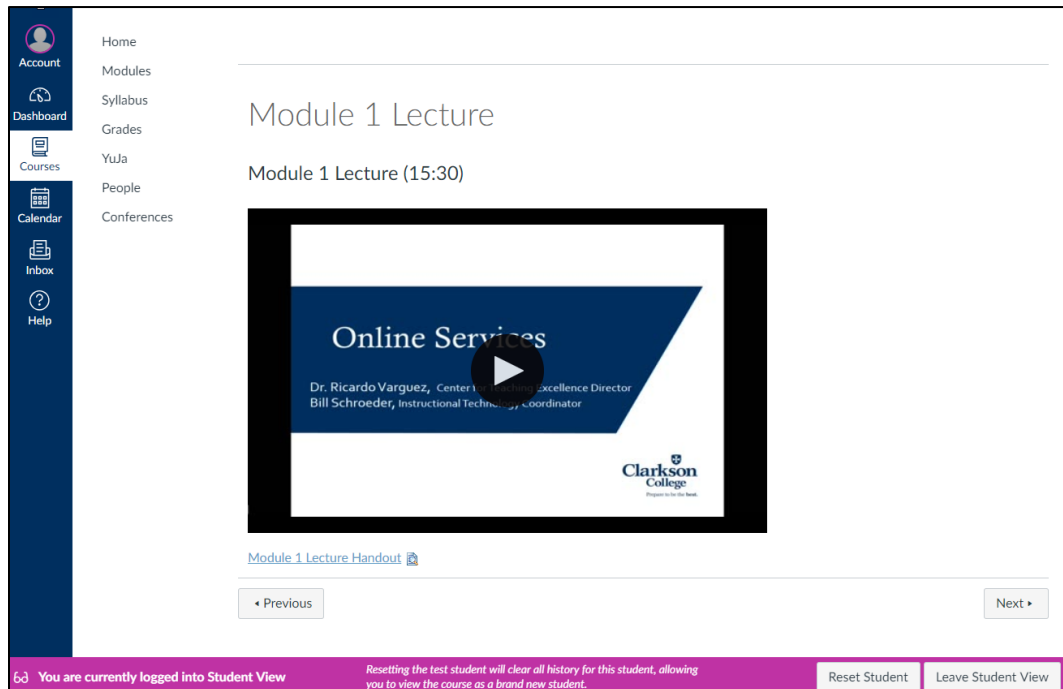


- When copying a course from a previous semester into a new course shell, make sure to click the LockDown Browser tab and access the LockDown Browser Dashboard to activate LockDown Browser in the new course. As the message says, this step will ensure your students will be able to take your quiz or exam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

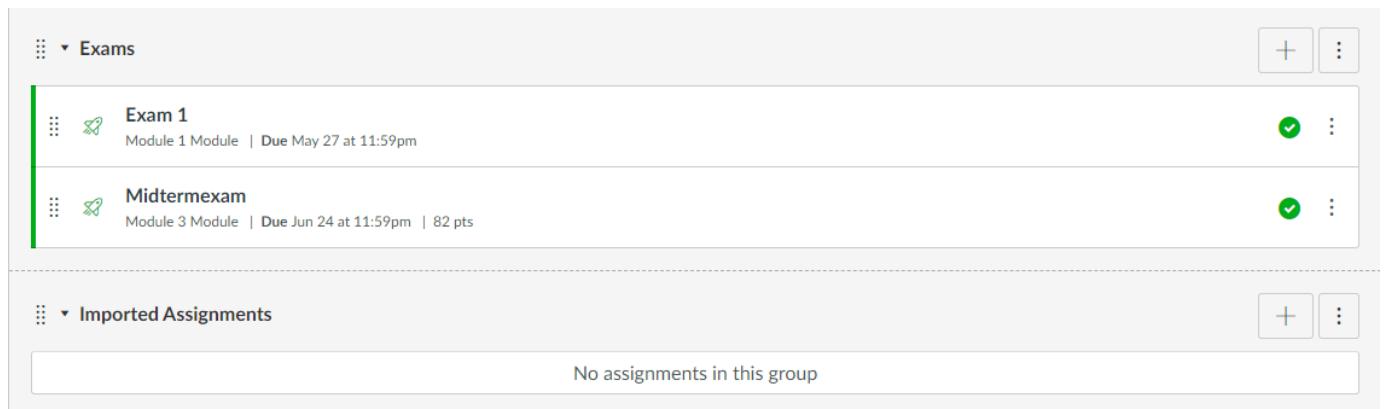
Note: When copying a New Quiz that was set up as LockDown Browser Required, it will revert to Not Required. For each quiz, you must adjust the LockDown Browser settings to the desired options for the quiz to require Lockdown Browser.



- ❑ **All links to lectures, web pages, videos, etc. display correctly and are accessible 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 each group appears as a column in the Gradebook and appears when students view 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 to reorder them. 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? Look in Modules. Items are visible to students when the icons (left) and publish buttons (right) are green.

Normal View

☰	📄	Module 1 Overview	✔	⋮
☰	📄	Module 1 Lecture	⊘	⋮
☰	🗨️	Introductions May 10 0 pts	✔	⋮

- ❑ You can double check this by going into the Student View mode. Unpublished items will not be visible in Student View.

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

Home	CTE Sample Course	Edit	⋮	Course Status
Modules				⊘ Unpublished <input checked="" type="checkbox"/> Publish

Published

Home	CTE Sample Course	Edit	⋮	Course Status
Modules				⊘ Unpublish <input checked="" type="checkbox"/> Published