INSTRUCTOR SEMESTER CHECKLIST

For troubleshooting or more information, check out the Canvas Guides for Instructors

- ☐ **Verify that Modules (and content items) are published.**
  Click the gray cloud with an X next to the content item. It will turn green with a check mark, indicating that the item is published.
- ☐ **Publish your course(s).** By default, your students cannot see your course until the first day of class. This has not changed. However, students will not be able to see your course, regardless of the date, until you publish it.
- ☐ **Check your course start/end date.**
  When your course is created, the start and end dates are automatically created. However, faculty have the ability to manually adjust their course start and end dates. If you would like your course to open early to your students, you can go into Canvas and make that adjustment yourself. Also check and confirm that the end date is correct in your course.
- ☐ **Set a Grading Scheme.**
  If you do not set a grading scheme, students will only see their percent grade. They will not see a letter grade.
- ☐ **Set a Home page**
  Be sure to set your course home page to the area of the course that you want students to see first upon logging in.
- ☐ **Remove unnecessary Navigational Links/Verify that links refer to the course destination.**
  Navigational links are listed on the left side of your course page. If you leave too many of them visible to your students, you run the risk of students becoming confused and skipping the course content in Modules and going straight to their quizzes or discussions. Recommended links to keep visible to students include: Home (default), Modules, Grades, Syllabus, and People. If you are using these features, you can include them also: Announcements and Collaborations.
  Links you many want to hide (they will appear as grayed back items to students) include: Files, Quizzes, and Discussions.
- ☐ **Check assignment due dates and point values.**
  This can be done in a number of places, but the best way is through the Assignments link. You should also double check your assignment "lock dates" if you dragged and dropped them on the calendar. Lock dates do not change, only the due dates change.
- ☐ **Attendance set-up/Roll Call**
  If you are using attendance in Canvas, an assignment will show up in your Assignment link (Gradebook set-up) called "Roll Call Attendance." To turn this assignment off so it does *not* show up as a grade in your grade book, you will need to change the grading type to "Not Graded." *Do not* delete this assignment; it must be there for you to take attendance.
- ☐ **Add Lock dates to individual Modules.**

Consider editing each module so it can be locked until a certain date. This allows students to have access to the module they are currently working on rather than all of them at one time.

☐ **Grade book set-up.**
Double-check that your grade book is set-up correctly. This is especially true for extra credit, which does not work the same as ANGEL and can be tricky.

☐ **Update Canvas help information.**
The first (and best) way for students and faculty to solicit help is to select the "Help" button at the bottom-left corner of each page in Canvas and click "Report a Problem."

☐ **Masquerade as the Test Student.**
To be sure content items are included and working, go through the course Modules from the student perspective.

☐ **Finally**: Remember to remove all references to Angel in your course content.

Additional features

☐ Adjust your Global Discussion Settings.
☐ Publish your Quizzes!
☐ Assignment drop boxes