START OF THE SEMESTER
CANVAS CHECKLIST

Use this guide as a reference when setting up your Canvas course for a new semester. Relevant help guides are **linked** throughout the text.

✓ TO DO ITEM

☐ **PUBLISH COURSE AND CONTENT**
Publish your course and check visibility of individual items and Modules.
→ **Tip:** You can unpublish any items you don't want students to see.

☐ **ADD YOUR OU ALIAS EMAIL**
In order to directly reply to Canvas messages from your OU Email account **add your OU alias email** to Canvas.
→ **Example:** Your default OU email looks something like this: Sooner.the.Horse-1@ou.edu (This is the email that is already in Canvas). Your alias email is shorter and is usually something you have chosen. Example: soonerTH@ou.edu (This is the email you want to add to Canvas).

☐ **SET UP ACCOUNT NOTIFICATIONS**
To ensure you receive communication from Canvas, set up your **Notification Preferences** and contact method in your Canvas Account.
→ **Tip:** Show students how to set their notification preferences.

☐ **SIMPLIFY COURSE NAVIGATION**
For optimum course experience, hide unnecessary **course navigation** links.
→ **Recommendation:** Display these items in Navigation: Home, Announcements, Modules, Assignments, Grades, and People.

☐ **CHOOSE A HOME PAGE**
The Home Page is the first impression of a course. Select the **Home Page** option that best fits the needs of your course.
→ **Recommendation:** Use a page as your home page to create a welcome to the course. Include information about the course and visuals to engage your students. **CAS Online & Academic Technology Services** has home page templates available.

☐ **IMPORT CONTENT** *(If Applicable)*

Copy course content from previous semesters. Update assignment and module dates and remove old announcements or change their release dates.

☐ **ADD SYLLABUS**

Add the current syllabus to your course.

→ **Tip:** Add your syllabus as a Page or File and then **link to it from the Modules page**.

☐ **SET UP GRADES**

Verify the Gradebook is arranged according to your grading policy and your syllabus.

→ **Tip:** You can **move the "Total" column** from the far right position to the far left position next to the student list.
→ **Tip:** You can set **Late Submission** or **Missing Submission** policies.
→ **Tip:** You can set a **Grade Posting policy.**

☐ **SET UP WEIGHTED ASSIGNMENT GROUPS** *(If Applicable)*

If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and **assign weights** to each Group.

→ **Tip:** You have the ability to create drop rules in each Assignment Group.

☐ **CUSTOMIZE COURSE SETTINGS**

Visit the course Settings to check your Course Details and Sections.

→ **Tip:** Under the "Course Details" tab, scroll to the bottom and select "More Options" to access many more settings options.
→ **Tip:** If you have multiple sections of the same course, **cross-list your courses** under the "Sections" tab.
→ **Tip:** Adding a **course card image** is a great visual cue for quickly identifying courses.

☐ **SET A PROFILE PIC**

Set a profile picture that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab.

→ **Tip:** You may want to choose a professional headshot to model appropriate photos for students and encourage your students to add a picture as well.

☐ **REVIEW COURSE IN STUDENT VIEW**

Review your course content from Student View to experience your course from a student perspective.

→ **Tip:** Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries.
→ **Tip:** You may want to select **Validate Links** in your Course Settings to ensure there are no broken links.

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