

Beginning of the Quarter Checklist for Canvas

<input type="checkbox"/>	<p>Request course merges and Blueprint courses</p> <p>All course merge and Blueprint Course requests must be received by the eLearning department at least 5 business days before the start of classes. Use these forms to make your requests:</p> <ul style="list-style-type: none"> • Canvas Blueprint Course Request Form • Request to Merge Course Sections Form
<input type="checkbox"/>	<p>Add additional instructors and TAs to your course</p> <p>Requests can be submitted online using the Request to Add or Remove Users in Canvas Form.</p>
<input type="checkbox"/>	<p>Add a homepage</p> <p>The Home Page is the first impression of a course and can deliver information to help students get started with the class . Select the Home Page option that best fits the needs of your course.</p>
<input type="checkbox"/>	<p>Review course details and settings</p> <p>Review the options under Course Details on the Course Settings page. Selecting More Options will show extra features you can turn on and off, such as allowing students to post their own discussion threads.</p> <p><i>Tip: Don't forget to select Update Course Details at the bottom of the page if you change any settings.</i></p>
<input type="checkbox"/>	<p>Simplify course navigation</p> <p>For optimum course experience, update the Course Navigation to hide unnecessary links.</p> <p><i>Tip: The fewer the better! Keep only the links you want students to use.</i></p>
<input type="checkbox"/>	<p>Review the course in Student View</p> <p>Review your course content from Student View to experience your course from a student perspective.</p> <p><i>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.</i></p> <p><i>Tip: You may want to select Validate Links in your Course Settings to ensure there are no broken links.</i></p>
<input type="checkbox"/>	<p>Publish course and individual content items</p> <p>Check visibility of individual content items and Modules as a whole. Don't forget to publish your course by the first day of the quarter!</p> <p><i>Tip: You can unpublish any items you don't want students to see.</i></p>

