# Course Readiness Checklist

This checklist is designed to help you update your course for the start of the semester. Use

this guide before your course goes live to ensure that all content is functional and up-to-date.

## Canvas Course Set-Up

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|  | **Check your home page**. This provides visual representation of your course. Be sure it is pointing to the desired content and includes updated information. | [Canvas Guide for Home Pages](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Course-Home-Page-as-an-instructor/ta-p/1250) |
|  | **Check your course card.** Update your course image and color, if desired. This provides a visual representation of the subject and connects to your Canvas calendar. | [Canvas Guide for Adding Image to Course Card](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-image-to-a-course-card-in-the-Dashboard/ta-p/624) |
|  | **Create a new or revise the existing Welcome Announcement** scheduled to release the day the course begins or earlier. | [Canvas Guide for Adding an Announcement](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-announcement-in-a-course/ta-p/1194) |
|  | **Revise existing Announcements** to reflect current tasks, dates, and content. | [Canvas Guide for Editing Announcements](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-an-announcement-in-a-course/ta-p/1190) |

## Universal Design

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|  | **Ensure that all course content is accessible and meets Universal Design principles.** Run the Accessibility Checker on each page to identify and revise areas of concern, including headings, hyperlinks, images, videos, and other media. | [Canvas Guide on Using the Accessibility Checker](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/820) |

## Syllabus

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|  | **Update the Syllabus, the Welcome to the Course page, and your Profile** for current instructor contact information, bio, photo, and video (if desired). | [Canvas Guide for Editing Syllabus](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Syllabus-in-a-course/ta-p/1178)  [Canvas Guide for Editing Pages](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-page-in-a-course/ta-p/791)  [Canvas Guide for Editing Profiles](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-my-profile-in-my-user-account-as-an-instructor/ta-p/1215) |
|  | **Update Syllabus with current course information**, policies, textbooks and technology information, communication preferences, links to course technology privacy policies and accessibility statements, assignments, and response time for grading and emails. Use the Syllabus Template to locate current and recommended language. | [Canvas Guide for Editing Syllabus](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Syllabus-in-a-course/ta-p/1178)  [Syllabus Template](http://www.indstate.edu/sites/default/files/media/documents/word/isu-online/syllabus-template.docx) |
|  | **Check to ensure all resources in the course are properly cited** (typically in the Syllabus) and have copyright permissions or fair use documentation. | [Canvas Guide to Copyright Resources](https://community.canvaslms.com/t5/K12-Users/Copyright-Resources/m-p/177161) |
|  | **Update Course Schedule (or Course Summary)** to reflect current university dates and assignment due dates. | [Canvas Guide to Using Course Summary](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Syllabus-as-an-instructor/ta-p/638)  [Course Schedule Template](http://www.indstate.edu/sites/default/files/media/documents/word/isu-online/course-schedule-template.docx) |

## Course Content

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|  | **Update Module titles** to reflect current Module number, dates, and module topic name. Module titles and dates should align with the information in the Course Schedule (or Course Summary) and have a thoughtful naming convention. | [Canvas Guide for Editing Modules](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-module/ta-p/892) |
|  | **Revise Module Introduction and Objectives pages** to reflect current dates, content references, and agenda. | [Canvas Guide for Editing Pages](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-page-in-a-course/ta-p/791) |
|  | If applicable, **check for new versions of external course technology or textbook integration**s used in the course and update links and instructions for both PC and Mac. | [Canvas Guide for Adding External Tools to Modules](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-external-tool-as-a-module-item/ta-p/1146) |
|  | **Confirm that all course materials include a brief statement** clarifying their purpose and how students should access and examine the content. | [Canvas Guide for Editing Pages](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-page-in-a-course/ta-p/791) |
|  | **Check for and make any necessary revisions to broken links** in the course through the link validator. | [Canvas Guide for Using the Link Validator](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-validate-links-in-a-course/ta-p/1001) |
|  | **Review all Module settings** to confirm current release dates, prerequisites and content requirements, if used. If desired, set Modules to open automatically (for example, one week early). | [Canvas Guide for Module Date Restrictions and Prerequisites](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-lock-a-module/ta-p/1124)  [Canvas Guide for Module Requirements](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-requirements-to-a-module/ta-p/1131) |

## Assignments and Grading

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|  | **Update all Assignment descriptions and settings** to reflect current dates and content. Navigate to the Assignment link to review all Canvas assignments, Turnitin assignments, discussions, and quizzes. | [Canvas Guide to Using the Assignments Index Page](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignments-Index-Page/ta-p/777) |
|  | If applicable, **revise existing Office 365 Collaborations** to reflect current enrollments. | [Canvas Guide to Office 365 Collaborations](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Microsoft-Office-365-collaboration-as-an/ta-p/629) |
|  | **Set up Groups and Peer-Review assignments**, if used, to reflect current enrollments. | [Canvas Guide to Edit a Group Set](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-group-set-in-a-course/ta-p/978) |
|  | **Revise existing publisher content and activities** to reflect current dates and tasks, if used. |  |
|  | If applicable, **consider revising Quiz Bank questions and/or adding new ones.** | [Canvas Guide for Creating Question Banks](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-question-bank-in-a-course/ta-p/1228) |
|  | If applicable, **revise Examity test settings** to reflect current dates and parameters. | [Guide to Using Examity in Canvas](https://www.examity.com/wp-content/uploads/2019/11/Canvas_Instructor_Quick_Guide.pdf) |
|  | **Confirm that Gradebook settings align with grading policies** stated in the Syllabus. | [Canvas Guide for Using the Gradebook](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Gradebook/ta-p/701) |
|  | **Confirm that all tasks align with the stated course and module objectives**. If Outcomes are used, verify that all course tasks are associated with relevant objectives. | [Canvas Guide to Creating Outcomes](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-outcome-for-a-course/ta-p/862)  [Canvas Guide to Associating Quiz Banks with Outcomes](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-align-an-outcome-with-a-question-bank/ta-p/790) |

## Publish the Canvas Course

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|  | **Check course with Student View** to ensure pages you want visible are published. | [Canvas Guide for Viewing Course as a Student](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-course-as-a-test-student-using-Student-View/ta-p/1122) |
|  | **Add GAs, TAs, and other desired faculty** to the course as needed. | [Canvas Guide to Adding Users to a Course](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-users-to-a-course/ta-p/1119) |
|  | **Publish the course** so it is available to students. If desired, set up the Course to automatically open prior to the official start date. | [Canvas Guide for Publishing Your Course](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-a-course/ta-p/1185) |