

CANVAS SEMESTER START CHECKLIST

The beginning of a new semester is an exciting time for the UTK Volunteer community! We've compiled the checklist below that will help avoid any hiccups to ensure your Canvas course site and semester starts smoothly.

CREATE OR IMPORT YOUR CONTENT

Import Canvas content from a previous semester. (Import Canvas content) When import is finished, verify the content has imported correctly.
Create your content from scratch in Canvas. (Attend training and get ideas)

REVIEW ASSIGNMENTS, QUIZZES, AND DISCUSSIONS

Verify activities to be used in the course are published.
Verify dates. Due dates are added to the Calendar and the Syllabus and serve as reminders to students. "Available from" and "Until" dates will unlock and lock the activity.
Verify instructions are accurate and well formatted.
Verify the Assignment Submission Type. If you want to set up extra credit or "create a column" to manually enter grades, you will have to create a "No Submission" Assignment.
Verify Assignment Groups are set up correctly. (Assignment Index Page)
Verify assignments are weighted correctly, if using a weighted grading system. (Weight Assignment Groups)
Verify Discussions are set up correctly. (Canvas Discussions)
Verify Quiz "Options" are correct. (Canvas Quiz Options)

REVIEW COURSE DETAILS

Review your UTK Course and Campus Syllabi for accuracy. (TLI Syllabus)
Verify all links. (Validate Links)
Customize course navigation links. Keep only the links that are necessary. If using Modules, you can hide links to simplify navigation for students. (Reorder and Hide Course Navigation Links).
Verify Modules are logically ordered and published, if using them.
Verify Module requirements and prerequisites are set correctly, if using them. (Module Requirements and Module Prerequisites)
Verify the course Home page is setup correctly. (Home Page Layout Options and Course Home Page)
Use "Student View" to review the entire course. This is a good time to verify that all of your content is available in an accessible format. (Student View)

FINAL PREPARATIONS

	Publish your course when you are ready for students to have access to it. (Publish My Course)
	Send an email to your students using the official roster list in your MyUTK and advise them how to access your course in Canvas.
	Remind students to verify their communication channels (email, text, etc.) to ensure users will receive notifications.
	Import the Student Canvas Introduction page into your course from the Canvas Commons.

CAUTIONS

	Announcements and Inbox (Conversation) messages will not be sent out if the course is unpublished -or- you have a set Start Date. You cannot send messages to users not enrolled within your courses.
	Pay attention to the time stamp on anything you have placed a date on. 12:00 AM means the very first minute of the SELECTED day. For course dates, assignment due dates, and availability dates, it is best to choose 11:59 PM to ensure you are setting it up on the correct date.
	DO NOT click on the “Reset Course” button (in course Settings). Doing so will delete all of your course content and you will end up with an empty course shell.