



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

<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Revise existing Announcements to reflect current tasks, dates, and content.	Canvas Guide for Editing Announcements

Universal Design

<input type="checkbox"/>	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
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Syllabus

<input type="checkbox"/>	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 Canvas Guide for Editing Pages Canvas Guide for Editing Profiles
<input type="checkbox"/>	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 Syllabus Template
<input type="checkbox"/>	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
<input type="checkbox"/>	Update Course Schedule (or Course Summary) to reflect current university dates and assignment due dates.	Canvas Guide to Using Course Summary Course Schedule Template

Course Content

<input type="checkbox"/>	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
<input type="checkbox"/>	Revise Module Introduction and Objectives pages to reflect current dates, content references, and agenda.	Canvas Guide for Editing Pages
<input type="checkbox"/>	If applicable, check for new versions of external course technology or textbook integrations used in the course and update links and instructions for both PC and Mac.	Canvas Guide for Adding External Tools to Modules
<input type="checkbox"/>	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
<input type="checkbox"/>	Check for and make any necessary revisions to broken links in the course through the link validator.	Canvas Guide for Using the Link Validator
<input type="checkbox"/>	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 Canvas Guide for Module Requirements

Assignments and Grading

<input type="checkbox"/>	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
<input type="checkbox"/>	If applicable, revise existing Office 365 Collaborations to reflect current enrollments.	Canvas Guide to Office 365 Collaborations
<input type="checkbox"/>	Set up Groups and Peer-Review assignments , if used, to reflect current enrollments.	Canvas Guide to Edit a Group Set
<input type="checkbox"/>	Revise existing publisher content and activities to reflect current dates and tasks, if used.	
<input type="checkbox"/>	If applicable, consider revising Quiz Bank questions and/or adding new ones.	Canvas Guide for Creating Question Banks
<input type="checkbox"/>	If applicable, revise Examy test settings to reflect current dates and parameters.	Guide to Using Examy in Canvas
<input type="checkbox"/>	Confirm that Gradebook settings align with grading policies stated in the Syllabus.	Canvas Guide for Using the Gradebook
<input type="checkbox"/>	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 Canvas Guide to Associating Quiz Banks with Outcomes

Publish the Canvas Course

<input type="checkbox"/>	Check course with Student View to ensure pages you want visible are published.	Canvas Guide for Viewing Course as a Student
<input type="checkbox"/>	Add GAs, TAs, and other desired faculty to the course as needed.	Canvas Guide to Adding Users to a Course
<input type="checkbox"/>	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