



Mountainland Technical College

BEGINNING OF COURSE CHECKLIST

Done	
<input type="checkbox"/>	<p>Import Content</p> <p>You may need to manually copy course content from another LMS, another course, a previous term or the Canvas Commons.</p>
<input type="checkbox"/>	<p>Clean Up Content</p> <p>Check that the links and files in your course are working with the Validation Tool. Review individual items, organize content, and remove unneeded content. Review the Files, Modules, Pages, Quizzes, Assignments, and Discussions index pages. → Trainer Tip: You may want to check out the Instructor Canvas Guides and the LMS Migration Strategies Group in the Canvas Community</p>
<input type="checkbox"/>	<p>Adjust Course Settings</p> <p>Visit the course Settings to check your Course Details, Sections, Apps and Feature Options. → Trainer Tip: Adding a course card image is a great visual cue for quickly identifying courses</p>
<input type="checkbox"/>	<p>Add Syllabus</p> <p>Make sure your Simple Syllabus document is correctly embedded.</p>
<input type="checkbox"/>	<p>Set Up Account Notifications</p> <p>To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account. → Trainer Tip: Show students how to set their notification preferences, too</p>
<input type="checkbox"/>	<p>Simplify Course Navigation</p> <p>For optimum course experience, hide unnecessary course navigation links.</p>
<input type="checkbox"/>	<p>Double-Check Home Page</p> <p>The Home Page is the first impression of a course. Make sure yours is standardized with a banner and shortcut buttons. → Trainer Tip: Include visuals to engage your students and incorporate important information about your course</p>
<input type="checkbox"/>	<p>Create Prerequisites and Requirements</p> <p>To control the flow of students moving through your course, create prerequisites and requirements to ensure that students only move forward once they have accomplished certain tasks, or once a certain date has been reached.</p>

☐	<p>Provide New Student Orientation Video Quiz Link to the NSO, and then talk to the Office of Teaching and Learning if you don't have this video quiz in your Canvas course.</p>
☐	<p>Manage Files Upload and review course folders and files. Manage the visibility of content by <i>Publishing, Unpublishing or Restricting Access</i> to folders and files. → Trainer Tip: You can bulk upload files</p>
☐	<p>Set Up Grades 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. Verify the Gradebook is arranged according to your grading policy and your syllabus. → Trainer Tip: You can move the "Total" column from the far right position to the far left position next to the student list → Trainer Tip: You can change your Total column to display as Points, if needed → Trainer Tip: You can set Late Submission or Missing Submission policies</p>
☐	<p>Set a Grading Scheme Your grading scheme will determine thresholds for high school student grades (A, B, C, etc).</p>
☐	<p>Communicate Assignment Grading with Rubrics One of the simplest ways to communicate your grading for assignment submissions (and speed up grading) is to create rubrics for assignments.</p>
☐	<p>Review Course in Student View Review your course content from Student View to experience your course from a student perspective. * Note: Some third party tools may not have student view functionality</p>
☐	<p>Publish Course and Content Check visibility of individual items and Modules as a whole. Don't forget to publish your course. → Trainer Tip: You can <i>unpublish any items you don't want students to see</i></p>
☐	<p>Add Students in the People Link Select People tab and +People to add students by Northstar ID into your course.</p>

