



# Mountainland Technical College

## BEGINNING OF COURSE CHECKLIST

Course Content	
<input type="checkbox"/>	<b>Double check Home Page</b> The Home Page is the first impression of a course. Make sure yours is standardized with a banner and shortcut buttons.
<input type="checkbox"/>	<b>Ensure New Student Orientation Video Quiz is Present</b> <a href="#">Link to the NSO</a> , and then talk to the Office of Teaching and Learning if you don't have this video quiz in your Canvas course.
<input type="checkbox"/>	<b>Complete your Syllabus</b> Make sure your Simple Syllabus document is <a href="#">correctly embedded, and submit it</a> so it will become visible to your students.
<input type="checkbox"/>	<b>Import Content</b> You may need to manually <a href="#">copy course content</a> from another course.
<input type="checkbox"/>	<b>Fix Broken Links</b> Check that the links and files in your course are working with the <a href="#">Validation Tool</a> . Review individual items, organize content, and remove unneeded content. Review the Files, Modules, Pages, Quizzes, Assignments, and Discussions index pages.
<input type="checkbox"/>	<b>Publish Content and the Course</b> Check visibility of <a href="#">individual items</a> , <a href="#">files</a> , and <a href="#">Modules</a> as a whole. Don't forget to <a href="#">publish your course</a> . → <b>Trainer Tip:</b> <i>You can unpublish items you don't want students to see</i>
Course Settings	
<input type="checkbox"/>	<b>Simplify Course Navigation</b> For optimum course experience, hide unnecessary <a href="#">course navigation</a> links.
<input type="checkbox"/>	<b>Adjust Course Settings</b> Visit the course <a href="#">Settings</a> to check your Course Details, (including <a href="#">Grading Scheme</a> to determine grading thresholds), Sections, Apps, and Feature Options. → <b>Trainer Tip:</b> <i>Adding a course card image is a great visual cue for quickly identifying courses</i>
<input type="checkbox"/>	<b>Set Up Notifications (At Course Level or Account Level)</b> To ensure you receive communication from Canvas, set up your <a href="#">Notification Preferences</a> at the course level. → <b>Trainer Tip:</b> <i>Show students how to set their notification preferences, too.</i>

<input type="checkbox"/>	<p><b>Set Up Gradebook Weighted Categories</b></p> <p>If you use weighted grading categories for your final grade calculations, you will want to <a href="#">add Assignment Groups</a> to the Assignments Index Page and <a href="#">assign weights</a> to each Group.</p> <p>Verify the Gradebook is <a href="#">arranged</a> according to your grading policy and your syllabus.</p>
<h2>Final Check</h2>	
<input type="checkbox"/>	<p><b>Review Course in Student View</b></p> <p>Review your course content from <a href="#">Student View</a> to experience your course from a student perspective.</p> <p>* <b>Note:</b> <i>Some third party tools may not have student view functionality</i></p>
<input type="checkbox"/>	<p><b>Add Students in the People Link</b></p> <p>Select <a href="#">People</a> tab and +People to <a href="#">add students by Northstar ID or Login ID</a> into your course.</p>



