



## FACULTY: PRE-SEMESTER CHECKLIST



UPDATED: MAY 2023

### 1. Find courses in CougarWeb and Canvas

If your course is not visible in CougarWeb, check with your division office. If it is listed in CougarWeb but not in Canvas, [watch this short video for instructions](#).

### 2. Setting up your course

Start in the **NEW**, empty course

From a previous semester	From a template	From scratch
<p>In order to avoid duplicating events from a prior semester, you will need to select specific content in your course copy, deselect Calendar Events, and do not automatically adjust dates.</p> <ul style="list-style-type: none"> <li>• <a href="#">Canvas Guide to Course Copy</a></li> <li>• <a href="#">Video Guide to Course Copy</a></li> </ul>	<p>If you are importing a template, <a href="#">follow these steps to import</a>.</p> <p>Upon completion, review the course:</p> <ol style="list-style-type: none"> <li>Check dates in the copied course in Calendar</li> <li><a href="#">Some advanced settings (click here)</a> are NOT copied over. These include “Disable comments on announcements”, “Let students attach files to discussions” and more.</li> <li><a href="#">Delete old files (click here)</a> in “Files” area.</li> <li>Click “Settings” and make sure the check box next to “Students can only participate...” is checked, and that Visibility is set to “Course.”</li> </ol>	<p>Use the <a href="#">Canvas Course Setup Tutorial</a> as a guide to set up your course. You can choose to “turn off” the tutorial for all your courses.</p> <p><b>Note:</b> Do not setup your Syllabus using the Canvas Syllabus tool</p>

### 3. Prepare your Syllabus using the Concourse Syllabus Tool

- Your Concourse Syllabus is your official syllabus, and must be the *only* syllabus in your course; please do not upload a separate syllabus into your course. Your Concourse Syllabus is automatically embedded inside every Canvas course shell that has a CRN.
- Your syllabus will be available to students in your Canvas course shell but you cannot view it in Student View. You also have the option of providing a link to the syllabus if you’d like to share it with students before the first day of class.
- Your Dean/ Associate Dean will access your syllabus through their Concourse dashboard.
- “How To” videos by Professor Diana Sage and more information is available on the eLC’s faculty pages in CougarWeb: [Concourse Syllabus page from the eLC](#)

### 4. Keep your course in Canvas clean and easy to navigate

- Hide unused or unnecessary navigation links from students. [Customize your navigation](#).
- Make sure your [Canvas Notifications](#) are set up in the way that works best for you.
- Organizing content in [Modules](#) allows you to keep the students focused on the current lessons and assignments.

### 5. Include technical support and accessibility policy pages for publisher content

- Faculty are responsible for including technical support and contact information for publisher content.
- Faculty are also responsible for including accessibility policies for publisher content. A Canvas page with common publisher accessibility policies can be found in the Canvas Course Framework which is imported from the Canvas Commons. [Watch this video to Import the Canvas Course Framework from Commons](#).

### 6. Check the Student View

- Review your course from the [Student View](#) often. Make sure you know not just what the

students see, but *how* the students will see it. Check the navigation, content, assignment and grades.

- b. Both the [Canvas Student and Teacher Apps](#) are free and available on iPhones and Androids.

## 7. Check your content for ADA compliance with the integrated Accessibility Checker

- a. The Rich Content Editor includes an [Accessibility Tool](#) that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar.
- b. This tool only verifies content created within the Rich Content Editor. You may also use other accessibility tools to verify additional content in Canvas.
- c. Additional accessibility tools and information are available on the eLC's faculty web pages in CougarWeb: [Accessibility information from the eLC](#)

## 8. Run the Canvas "Link Validator"

- a. Verify all external links throughout your course to ensure they are not broken by using the course [Link Validator](#), which searches through course content and returns invalid or unresponsive external links in both published and unpublished content.
- b. The link validator also includes deleted links. Deleted links are links that are still in the course, but their linked content has been deleted (such as a course file or page).

## 9. Verify that Grades are set up correctly

You can set up points or percentage-based grades in Canvas. Click on [Grades](#) to verify that you set the columns, points and weighting correctly. Remember! [Assignment Groups](#) in Canvas are the critical factor in making sure that the Canvas gradebook is calculating based on the grading information you list in your Syllabus.

## 10. Finally *PUBLISH* the course and all the content you want students to see.

YOU are responsible for [publishing your courses and content](#). *Important!* Publish before the 1st day of class. Why? As soon as you publish your course, you immediately have access to send emails to enrolled students through the Canvas InBox. Even with a published course, students still do not have access to the course until the first day of class.

**NEVER USED CANVAS?** Learn Canvas at your own pace. [The eLC provides online resources](#) as well as workshops and appointments to assist faculty in teaching and learning with technology.