

## Canvas Tools Checklist for Faculty

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Is your Canvas site ready for the quarter?

### Access a Canvas Course

- ✓ Login to Canvas and find your course. <http://www.bellevuecollege.edu/canvas/>
- ✓ Send a Request Center ticket if you need to merge sections.
- ✓ Import content from your previous Canvas course. [Import Content to Canvas](#)
- ✓ Confirm all content imported correctly.
- ✓ If you do not find your course listed under My Courses/View all courses, contact your Program Administrator.

### Canvas Course Content

#### Files

- ✓ Go to the Files and make sure all Folders exist. Rearrange files as needed.
- ✓ Lock files and folders you don't want students to access.

#### Home Page

- ✓ Update the Home Page layout with current information. Design a New Page or use the Modules page. Add your contact hours and course information. [Update Home Page Layout](#)

#### Syllabus

- ✓ Add your new syllabus to the Files area. Attach the Syllabus to the Home Page or if you are using the Syllabus tool in Canvas, attach or paste your Syllabus to the start of the page. [Adding your Syllabus](#)

#### Module

- ✓ Add a Getting started module. This can include Canvas help for students. [Create a Getting Started Module](#)
- ✓ Set applicable module prerequisites or release conditions. [Prerequisites for a Module](#)

#### Assignment

- ✓ Set and adjust due dates on assignments
- ✓ Use the correct option for Assignments - Online Submissions or No Submissions.

#### Discussions

- ✓ Use this tool to start conversations between students. Post an Introduction Discussion on the first day.
- ✓ Discussions can be graded or ungraded.

#### Quizzes

- ✓ Recheck quiz settings and update quiz dates. Add new question banks using Publisher content or Respondus.
- ✓ Information on Respondus. [Use Respondus to convert a Publisher Quiz](#)

#### Grade

- ✓ All grade book columns will exist if there is an Assignment to be graded. If you are using Canvas for a face-to-face class, you can create 'no submission' assignments for content that you grade but is not submitted online.
- ✓ Mute grade book columns on assignments for which you wish to manually control when students will see the grades. [Mute columns in Grade book](#)

#### General Tips

- ✓ Follow [ALLY](#) suggestions and Accessibility guidelines when uploading your content to Canvas. [Accessibility Resources](#)
- ✓ Hide Canvas tools that will not be used. This is done using the Settings for each course. [Hide Canvas Tools](#)
- ✓ Periodically use the Student View to confirm all your changes have been captured.
- ✓ Practice [UDL guidelines](#). Check content for broken links, images, alt text, video and captions in Modules, Assignments, Discussions, Quizzes and Pages.
- ✓ Use [Panopto](#) to create audio or video screen capture recordings. [Teaching tools at Bellevue College](#)
- ✓ Download a copy of your Gradebook frequently. This is done using the ["csv" download from the Grade tool](#)
- ✓ Save a backup of your course, using the Canvas export tool. [Backup your course](#)

#### Publish your course

- ✓ Publish your course before the start of the Quarter. [Publish your Canvas course](#)
- ✓ Students will access their Canvas course at 12:01am on the start date of each quarter.

#### Online Course Design Checklists

Use the [Online/Hybrid Course Design Checklist](#) developed by the Bellevue College eLearning Committee