

Canvas Tools Checklist for Faculty

Is your Canvas site ready for the quarter?

Access a Canvas Course

- ✓ Login to Canvas and find your course. <http://www.bellevuecollege.edu/canvas/>
- ✓ Use the default [Canvas course template](#) - a consistent learning experience for students.
- ✓ Import content from your previous Canvas course.
- ✓ 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 do not 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. Checkout the [Cidi Labs Guide](#). [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

- ✓ Setup your Gradebook. [Using the Gradebook](#).

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. [Manage Course Navigation](#)
- ✓ Periodically use the Student View to confirm all your changes have been captured.
- ✓ Use the [Validate Links in Content](#) from the Course Settings - Check content for broken links.
- ✓ Practice [UDL guidelines](#)
- ✓ 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](#)
- ✓ Submit a [RC ticket](#) or a [TDX ticket](#), when you need assistance or visit the [Faculty Live Support](#).

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 Interactive eLearning Committee.