START OF THE SEMESTER CANVAS CHECKLIST

PERSONALIZE

☐ **Add a Profile Picture**
Add a picture of yourself or an avatar that represents you to your Canvas profile.

☐ **Direct Students to Canvas Help**
Students can get help via the "Help" button on the global navigation menu, which appears to the left of the browser in Canvas.

☐ **Set Up the Assignments in Your Gradebook**
Go to the Assignments and Grades areas to double-check that your gradebook is set up correctly.

ORGANIZE

☐ **Remove Unnecessary Navigational Links**
Navigational links are the links on the left side of your course page. If you leave too many of them visible to your students, you run the risk of students becoming confused, or skipping your course content.

☐ **Add Lock Dates to Individual Modules**
You might want to edit each module so it can be locked until a certain date. This allows students to have access to the module they are currently working on and not all of them at once.

☐ **Review Your Course Settings**
Review the 'more options' link located inside of the "Course Details" tab on your Settings menu. Ensure that student settings for your course are enabled/disabled in accordance with your course policies.

REVIEW + PUBLISH

☐ **Check for Broken Images and Links in Your Course**
Make sure all the different external links in your course are functioning by running the "Validate Links in Content" tool on the right side of the page once you select course settings.

☐ **Confirm Assignment Due Dates and Points**
You can do this in a number of places, but the best way is through the Assignments link.

☐ **Publish/Unpublish Modules and Content**
In the modules area, check for a green checkmark to the right of each item to verify it is published and visible to students.

☐ **Check Your Course in Student View**
Do a review of your course using the Student View function to see how the course will appear to students. Student View is located is located on the right navigation menu on your "Home" page.

☐ **Publish Your Course**
Your students can't access your course until the first day of class, but if you haven't published your course(s) then they won't be able to access them at all. To confirm that your course is published, Review the "Course Status" area in the upper right corner of the "Home" page.