UCRX BEGINNING- AND END-OF-COURSE CHECKLISTS

How To Use: A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria.

One Time Practices

Essential ★	
Yes ✓	Practice
❑ ★	**Set Up Account Notifications** To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account. ➢ ***Trainer Tip:*** Show students how to set their notification preferences
❑ ★	**Set a Profile Pic *(If Applicable)*** Set a profile picture that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab. ⋆ ***Note:*** *This is an account setting that may not be enabled at your Institution* ➢ ***Trainer Tip:*** *You may want to choose a professional headshot to model appropriate photos for students*

Beginning of Course Practices

Essential ★	
Yes ✓	Practice
❑ ★	**Add Syllabus** Add the current syllabus to your course. ➢ ***Trainer Tip:*** *You can add it to the Course Syllabus tool, as a File link in your course, onto a Course Page and any other way you would find useful*
❑ ★	**Edit Instructor Bio** Click on About Your Instructor on the Home Page and then carefully edit the About Your Instructor Page.

❑ ★	**Set Assignment Due Dates** Set due dates for your student activities: Assignments, Discussions, Quizzes. ➢ ***Trainer Tip:*** *In the Assign box at the bottom of the settings, add a due date. You do not need to add Available from or an Until dates.*
❑ ★	**Verify Students in the People Link** Select People to verify your Canvas roster (teacher, student, TA, etc.) for accuracy.
❑ ★	**Publish Course and Content** Check visibility of individual items and Modules as a whole. Don't forget to publish your course. ➢ ***Trainer Tip:*** *You can unpublish any items you don't want students to see*
❑ ★	**Review Course in Student View** Review your course content from Student View to experience your course from a student perspective. * ***Note:*** *Some third party tools may not have student view functionality* ➢ ***Trainer Tip:*** *Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries* ➢ ***Trainer Tip:*** *You may want to select Validate Links in your Course Settings to ensure there are no broken links*
❑ ★	**Check the Gradebook** Verify the Gradebook is arranged according to your grading policy and your syllabus. ➢ ***Trainer Tip:*** *You can move the "Total" column from the far right position to the far left position next to the student list* ➢ ***Trainer Tip:*** *You can change your Total column to display as Points, if needed* ➢ ***Trainer Tip:*** *You can set Late Submission or Missing Submission policies*
Best Practices ★★	
Yes ✓	Practice
❑ ★★	**Customize Course Detail Settings** It is important to be aware of the many different options residing under Course Details in Course Settings. Selecting More Options will open up a menu of extra features to turn on and off, such as allowing students to post their own discussion threads. ➢ ***Trainer Tip:*** *Don't forget to select Update Course Details at the bottom once you update the settings*
❑ ★★	**Manage Files** Upload and review course folders and files. Manage the visibility of content by *Publishing, Unpublishing or Restricting Access* to folders and files. ➢ ***Trainer Tip:*** *You can bulk upload files*
❑ ★★	**Set Up Assignment Groups *(If Applicable)*** If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and

	assign weights to each Group. ➢ ***Trainer Tip:*** *You have the ability to add drop rules to each Assignment Group*
❑ ★★	**Import Content *(If Applicable)*** You may need to manually copy course content from another LMS, another course, a previous term or the Canvas Commons. ➢ ***Trainer Tip:*** *Make sure to check "include completed courses" to copy from previous terms*
❑ ★★	**Clean Up Migrated Content *(If Applicable)*** If migrating content from a prior LMS or another course, you need to review individual items, check course settings, organize content, and remove unneeded content before publishing your course. Review the Files, Modules, Pages, Quizzes, Assignments, and Discussions index pages. * ***Note:*** *Removing items from a module does not delete the items from your course. If you need to delete an item go to the index page* ➢ ***Trainer Tip:*** *Verify settings for Assignments, Discussions and Quizzes. Keep in mind some items may already come into Canvas published. Unpublish items as needed* ➢ ***Trainer Tip:*** *You may want to check out the Instructor Canvas Guides and the LMS Migration Strategies Group in the Canvas Community*
❑ ★★	**Verify Calendar *(If Applicable)*** Check the Calendar tool to verify Assignment due dates and Events scheduled for your course. * ***Note:*** *The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates* ➢ ***Trainer Tip:*** *The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates*

End of Course Practices

Essential ★	
Yes ✓	Practice
❑ ★	**Verify Grades** It is important to verify final grades: ➢ ***Trainer Tip:*** *Verify that the Canvas Gradebook matches the grading policy set up in your syllabus* ➢ ***Trainer Tip:*** *You can turn all missing entries to zeros through the late policy options* ➢ ***Trainer Tip:*** *Remember to check out more about Assignment Groups if using weighted grading categories*

Best Practices ★★	
Yes ✓	Practice
❑ ★★	**Export Grades** From the Grades tab in a Canvas course, use the Export button to download a CSV file of your final grades. *➢ **Trainer Tip:** You may want to save the download as an Excel file*
❑ ★★	**Export or Copy Content** Using the Export Course Content tool in Course Settings will allow you to save a file export package of your Course outside of Canvas. *➢ **Trainer Tip:** You may have a Copy this Course button that allows you to copy content to a new course shell*