

## CANVAS READINESS CHECKLIST

This checklist is a summary of the key tasks for topic coordinators when preparing their course(s) in Canvas, and that it is ready to publish to students 7 days before the teaching start date.

### GETTING STARTED WITH CANVAS

#### TRAINING

- Completed self-paced training course “Growing with Canvas” via your Canvas dashboard.
- Attended [Welcome to Canvas](#) workshop.
- Attended [Enhancing quality](#) workshop.
- Attend [Ready to Go Live](#) workshop.

#### ACCESS TO YOUR COURSE(S)

- Check that your course(s) is available to you through the global navigation menu. Courses > All Courses.
- Customise your dashboard for your current teaching period. Courses > All Courses> Click the Star icon to favourite.
- Check that your **teaching team** has been added to each of your courses with the correct level of access. Go to **People** in your course navigation menu.

### BUILDING AND REVIEWING YOUR COURSE

#### COURSE INFORMATION

- Check that you have set a **Home page** and it has a brief course description or introduction, clear instructions for students (e.g., where to start) and quick and easy navigation to current content. To update your home page, please visit [How do I select a home page?](#)
- If you’re planning on using audio or video resources, refer to the [Media section of the Staff Canvas Support](#) site for further information.
- Check that the course navigation is arranged in alphabetical order except for Modules which is placed at the top under Home. Please visit [How do I manage course navigation links?](#)

*Note: Files, Outcomes, Pages, and Rubrics; should remain hidden from students.*

- Check the [Statement of Assessment Methods \(SAM\)](#) is updated and visible in the Course Menu
- Book recordings for any non-lecture teaching sessions via the ‘Lecture recordings’ link in your Course Navigation Menu.  
*Note: Teaching sessions are only automatically recorded if they are scheduled as a lecture in the timetable and are held in a supported venue.*
- If your topic uses software in a computer lab, make sure you [let IDS know](#) about your lab software requirements.
- Update your **course card**. [How do I add an image to a course card in the Dashboard?](#)

#### COURSE CONTENT

- Check that all components of your course have been transitioned from Moodle successfully (content and activities).

- Make sure that your teaching material is [copyright compliant](#).
- Consider sourcing or creating digital content. The Library can assist with [sourcing online content](#) and your College [Learning Designers](#) are available to assist with advice on the creation of digital resources.
- Update your reading list through the Readings link. (Further support through [Library Guide: Update your Reading List](#).)
- Update [textbook lists](#) (if required).
- Update [H5P content](#) (if required).
- Make sure that **Modules** are clearly named and set up for best student experience.
  - Modules and items within modules have a thoughtful **naming convention**. (e.g. name the module “Module 1 | Intro to the general capabilities,” not just “Module 1”)
  - Digital artefacts are sufficiently small that they can be downloaded by students who may have limited data plans.
- Add a “Welcome” or “Let’s get to know each other” message for students via [the announcement tool](#).
- Delete any old announcements from previous offerings.
- Add the initial post in the general discussion forum (one message for each group) if required.

*Note: The initial post does not copy over.*

- Module **completion requirements** and/or **prerequisites** are utilised to provide course structure, pacing, and flow. [Canvas Guide: Adding Prerequisites](#).
- Ensure groups and group sets are applied where required. Review the content of [Groups](#) for guidance.

#### TEACHING ONLINE

- Schedule [Microsoft Teams meetings](#) for live teaching sessions (e.g., tutorials).
- Create opportunities for students to [connect with each other and with teaching staff](#) for building engagement.
- Decide how you will be providing lecture content ([Lecture recordings](#), [Canvas Studio](#), [Camtasia](#)) and then make sure you clearly communicate this to students.
- Plan your [assessment](#), considering whether this needs to be online, and then setup relevant tools in Canvas, ensuring due dates are appropriate for the teaching period.

#### ASSESSMENT

- Update dates** (e.g., assignment dates, quiz dates, discussion forums). [How do I bulk update due dates and availability dates as an instructor?](#) *Note: discussion forum dates are not displayed in this area and will need to be adjusted in the activity.*
- Once you have set the submission type and revised due dates add Turnitin. Go to Plagiarism Review in the Assignment settings and select the Turnitin option from the drop down menu. [How do I enable Turnitin.](#)
  - Set assignment due dates to allow enough time for extensions. [What is the difference between assignment due dates and availability dates?](#)
- Update assignments that use external tools such as [FeedbackFruits](#) need to be configured differently in Canvas.
- Set up Assignment Groups Weightings. Topic coordinators must put Assignments in the correct Assignment Group and check the [Assignment Groups weighting](#).
- Check quizzes and all item banks have been copied successfully. Use the student view to check they work as expected.
- Check gradebook setup. Review the content of the [Grades](#) for guidance. *Note: Please make sure that the **Grade Posting Policy** is set to **Manual** to ensure students do not see grades until released by staff.*

## ACCESSIBILITY CHECKING AND PREVIEWING THE COURSE

### ACCESSIBILITY

- Review each page using **Accessibility Checker**. [How do I use the Accessibility Checker in the Rich Content Editor as an instructor?](#)
- Check that **images** are used to support course content and have included text descriptions (Alt text) or captions for more complex descriptions.
- Check that the correct **styles** (e.g., Paragraph, Heading 2, etc.) **have** been used.
- Make sure that **hyperlinks** contain meaningful descriptions.

### STUDENT VIEW

- Use the Student View to check that all the items in the course have been published and works as expected. [How do I view a course as a test student using Student View?](#)

## PUBLISHING THE COURSE TO STUDENTS

For students to have access to a course in Canvas, the course must be published. A course can be published at any point but needs to be available 7 days before teaching start date when students will gain access.

- Make sure that the course is published to students (Go to Home > Course Status> Publish).

## HELP AND SUPPORT

For contextualised Canvas support, please click the blue button on the bottom right corner of the screen or click the Help button in the global navigation menu.

For details about support and training see the [Canvas project page](#).