## COURSE PREPARATION CHECKLIST

### 1 UNIVERSAL DESIGN FOR LEARNING AND COPYRIGHT FROM THE START

CSU's policy is that instructors make all content in Canvas **universally designed for learning (UDL)** and **copyright** appropriate from the beginning. Please make these a standard part of your set up process!
- Why? It's the right thing to do, for everyone.
- What and How? Go to CSU's accessibility website, and the CSU Libraries site for more information.

### 2 SET UP YOUR HOME PAGE

- Why? A Home Page helps students confirm they are in the right course and section immediately.
- What? Customize your Home Page to include: Course Number, Course Name, Term, Section Numbers, Image/graphics
    1. Example: **CO-150 College Composition, Spring 2020, Sections 001, 401, 801**
    2. A banner with a relevant image or graphics
- How? Canvas Guides: Pages, Embedding Images, Setting "Front Page", Choosing Home Page

### 3 IN THE CANVAS SYLLABUS TOOL, ADD A LINK TO YOUR SYLLABUS PDF FILE

- Why? The Syllabus is your contract with your students and sets expectations.
- What and How**? Syllabus Template from CSU TiLT**, Separate Schedule, PDF files linked

### 4 LET YOUR STUDENTS KNOW WHICH TOOLS YOU WILL USE FOR COMMUNICATIONS

- Why? There a many ways to **communicate with students**; communicate with them early, and often; teach them how you expect them to communicate for your course, and be consistent.
- What and How?
    1. Email and Notification preferences: Canvas inbox? CSU email? Other? Each user sets their own
    2. Choose one or several Canvas communication tools: Announcements, Conversations, Discussions, Grading Feedback, Comments

### 5 SET YOUR GRADING SCHEME TO MATCH HOW YOU GRADE

- Why? Canvas automatically calculates final letter grades from your assignment scores, based on the course's grading scheme.
- What? Each course starts with a grading scheme; you can edit it to fit your preferred grading model.
- How? Edit the **Canvas Grading Scheme** to match **CSU's Grading Scale**, or your own.

## 6 CREATE ASSIGNMENTS TO SET UP YOUR GRADEBOOK

- Why? Assignment scores are summed to create a student's course grade, which students can check within Canvas
- What & How? **Assignments are activities for a Grade**, submitted through Canvas or entered manually.
- Canvas calculates grades based on the columns set up in the Gradebook
- **Ungraded activities are Events**, like readings and watching videos, and can be scheduled on the Canvas Calendar.

## 7 ORGANIZE AND PREPARE YOUR COURSE FILES

- Why? Folders allow you to easily find the files you want, and delete old files.
- Why? Convert Word docs and other files to accessible PDFs
- What and How?
    1. Uploaded files can be stored within folders.
    2. Online videos may be linked, not uploaded.
    3. Other media files should be embedded in pages

## 8 BREAK YOUR CONTENT INTO UNITS, AND USE MODULES TO GUIDE YOUR STUDENTS

- Why? Modules are the easiest way for instructors to **chunk course content** and **lead students** to where they should be focusing in the coursed during the term.
- What? Modules are like folders. Organize content into modules by week or topic. Include links to pages, files, assignments, quizzes, websites, videos, pages, and more. Modules provide next or back buttons for navigating onward. They can have requirements and prerequisites.
- How? Check the Canvas guides for using Modules or use CSUs **Canvas F2F Course Template** to import a blank structure

## 9 SELECT YOUR NAVIGATION LINKS

- Why? Simplicity. Remove links your class won't use; add and order to your preference.
- What? Navigation links are the buttons on the left side of your canvas course.
- How? **Course Settings > Navigation Tab > Drag and Drop > Save**

## 10 USE STUDENT VIEW OFTEN, TO SEE HOW YOUR COURSE WORKS FOR YOUR STUDENTS

- Why? Canvas works differently for students than instructors because of permissions.
- What? Check for broken links, unpublished items, module progression, etc. You can submit assignments and take quizzes as a student for first-hand experience, then as teacher you can practice grading.
- How? On the **Home page > click the Student View button** (on right).

## REMEMBER TO PUBLISH YOUR COURSE

- Students won't see your course until you publish it, and the "start date" arrives (usually the Friday before each semester begins).
- On the **Home page > click the Publish button**