**Is My Canvas Course Ready?!**

Before you publish your Canvas course site, use this checklist to make sure your site is ready to go. This checklist can be used whether you are using content imported from another LMS or have created your Canvas course site “from scratch.”

**Course Information**

* Does your course only have 1 TEACHER role? Other individuals may access your course as SECONDARY TEACHER to receive same functions as TEACHER, but each course must have only 1 TEACHER role.
* Home ­ [Front page has been set](https://community.canvaslms.com/docs/DOC-13012) and is accurate for the course. ([What are my options?](https://community.canvaslms.com/docs/DOC-12816))
* Syllabus is up-to-date and accessible (see more on [working with Files](https://community.canvaslms.com/docs/DOC-10734))
* Students know where to begin – a “Start Here Module,” [Announcement](https://community.canvaslms.com/docs/DOC-10736), and/or Home Page has updated text, is specific to the course, and provides students guidance on where to begin and what to expect the first day of class.
* Students are advised on reviewing [Student Canvas Guides](https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student), [Student Orientation Tutorial](https://rutgers.instructure.com/courses/35), and [browser requirements](https://community.canvaslms.com/docs/DOC-10720).

**Course and Content Organization**

* Check Files to see that course materials have been uploaded or imported to course site and are easily opened and not duplicated.
* Modules – Modules are clearly organized; Module and content names are unique and reflect the course’s learning objectives.
* Remove references to other learning management systems.
* Assignments – All Assignments have [correct points possible and due dates](https://community.canvaslms.com/docs/DOC-10113). They are linked with appropriate [Modules](https://community.canvaslms.com/docs/DOC-10735).
* Assignments – Submission directions for all assignments are correct. Review each page, especially the submission directions for quizzes, discussions, assignments, to ensure the submission directions are for Canvas. Try using [student view](https://community.canvaslms.com/docs/DOC-13122).
* Assignment Groups – any duplicate or empty [Assignment Groups](https://community.canvaslms.com/docs/DOC-10149) have been removed. If you are weighting grades, the weighting of Groups matches the grading scheme described in your syllabus.
* Grades – Total possible points (or percentages) match the course syllabus. [See more here on the Canvas Gradebook](https://community.canvaslms.com/docs/DOC-10740).
* Navigation – Only the needed tools are [viewable to students within the course menu](https://community.canvaslms.com/docs/DOC-12933). Recommended: Syllabus, Announcements, Modules, Discussions (if applicable), People, and Grades.
* Links – ([internal](https://community.canvaslms.com/docs/DOC-12985) and [external](https://community.canvaslms.com/docs/DOC-10301)) have been validated using the [link validator tool](https://community.canvaslms.com/docs/DOC-12770).
* Discussions – [Discussions](https://community.canvaslms.com/docs/DOC-10655) are graded or ungraded consistently. The order of Discussions page makes sense.
* Quizzes – Settings for [Quizzes](https://community.canvaslms.com/docs/DOC-10706) have been applied (availability, due dates, timers, and rubrics) and have been reviewed (by Previewing them). What [quiz options](https://community.canvaslms.com/docs/DOC-10152-415241475) are available?
* People – any unneeded [Groups](https://community.canvaslms.com/docs/DOC-10717) have been removed.
* Availability settings for [Files](https://community.canvaslms.com/docs/DOC-12771) are correct and consistent (open and lock dates/times). If the tool is enabled or if course files are linked to from any course item.
* Active Tools are published (i.e. Assignments, Quizzes, Surveys, items within Modules, etc.). Students can’t see anything that is not published (with a green cloud).

**View Your Course from the “Student View”**

* Go to “Settings” in course navigation on the left side of the page and then to “Student View.” It is the second button down on the right of the page.
* Announcements – Current and applicable Announcements are showing.
* Modules – Review all content. Are items visible as you expect? Are submission directions correct?
* Assignments ﹘ Submission directions are clear and points and due dates are correct.
* Grades ­ Grades add up to the correct percentage and total points (use Test student scores to validate).

**Additional Useful Resources**

* How to check Canvas course [roster](https://community.canvaslms.com/docs/DOC-12888-415257098).
* How to ensure course is [published](https://community.canvaslms.com/docs/DOC-13030-415257126).
* How to [set course details](https://community.canvaslms.com/docs/DOC-12900-415257087) or [change start and end dates](https://community.canvaslms.com/docs/DOC-12907-415257088).
* How to [Cross-List (combine) Courses](https://rutgersonline.desk.com/customer/en/portal/articles/2913310-cross-list-combine-courses-in-canvas) in Canvas.
* Contact TLT Helpdesk:

 Email help@canvas.rutgers.edu or Call (877) 361-1134

* TLT Office of Instructional Design [Workshops & Webinars](https://onlinelearning.rutgers.edu/faculty-training-workshops)
* SoN Instructional Design Team [Website](http://nursing.rutgers.edu/instructional-design/index.html)
* SoN Instructional Design Team Canvas [Self-Paced Course](https://rutgers.instructure.com/courses/4134)
* Information regarding [Respondus Lock Down Browser](https://tlt.rutgers.edu/feature-release-respondus-lockdown-browser-canvas)
* Information regarding [ProctorTrack](https://tlt.rutgers.edu/resource-center/verificients-proctortrack-faqs) and how to set-up

