

Canvas Course Prep Checklist

Before class begins

- Download a copy of the [academic calendar](#) to keep track of dates for the upcoming semester.
- Review the college [attendance and administrative withdrawal policies and procedures](#).
- Request a [Canvas course copy](#) from a previous semester into your active semester course(s).
- Prepare and upload your [syllabus](#).
- Set due dates for all assignments in your Canvas course(s).
- Review instructional content to ensure that it is appropriate for learning objectives.
- Ensure that course instructions are clear and concise.
- Ensure that videos, images, and other content are accessible. For help, ask [OTC Online](#)
- Delete or un-publish any unnecessary assignments, quizzes, and discussions in Canvas.
- Plan to communicate your availability for office hours outside of class. Consider [ZOOM](#) sessions.
- Update your faculty page in your Canvas course(s) with contact information, bio, and faculty photo.
- Use the Canvas [Student View tool](#) to preview your course(s) prior to launching.
- Post a welcome announcement (required), and video (optional) in your Canvas course(s).
- Consider downloading the Canvas Teacher app ([Apple](#) and [Android](#)) to manage courses on the go.

For online classes only

- Review [Proctored Event procedures](#) for students and faculty. For no-cost alternatives that you may offer in place of ProctorU Auto, consider [Flipgrid](#) and [ZOOM web conferencing](#).
- Determine the date of your proctored event following the [Proctor Event Schedule](#).

After class starts

- Respond to student emails within 24 hours, except on weekends, holidays, and college closure.
- Post Canvas announcements to help keep students on track.
- Keep grading current and provide relevant, personalized feedback.
- Track [attendance, manage last date of attendance and administrative withdrawal](#) as needed.
- Post mid-term and end-of-term grades following these [instructions](#).

Ask questions and seek assistance when needed. Contact the Center for Academic Innovation at 417-447-3500 or email facdev@otc.edu.