# Canvas Course Prep Checklist

## Before class begins

Download a copy of the [academic calendar](https://academics.otc.edu/calendar/) to keep track of dates for the upcoming semester.

Review the college [attendance and administrative withdrawal policies](https://academics.otc.edu/faculty-resources/attendance-policy/) and procedures.

Request a [Canvas course copy](https://helpdesk.otc.edu/TDClient/Requests/ServiceDet?ID=7) from a previous semester into your active semester course(s).

Prepare and upload your [syllabus](https://academics.otc.edu/academicservices/syllabus-template/).

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](mailto:online@otc.edu)

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](https://online.otc.edu/zoom-web-conferencing/) sessions.

Update your faculty page in your Canvas course(s) with contact information, bio, and faculty photo.

Use the Canvas [Student View tool](https://community.canvaslms.com/docs/DOC-13122-415261153) 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 mobile app ([Apple](https://itunes.apple.com/us/app/canvas-teacher/id1257834464?mt=8) and [Android](https://play.google.com/store/apps/details?id=com.instructure.teacher&hl=en_US)) to manage your courses on the go.

## For online classes only

Review [Proctored Event procedures](https://academics.otc.edu/academicservices/proctoring-at-otc/) for students and faculty.

Determine the date of your proctored event following the [Proctor Event Schedule](https://academics.otc.edu/testing/proctored-exam-information/).

## After class starts

* Respond to student emails within 24 hours, except on weekends/holidays/college closure.
* Post Canvas announcements to help keep students on track.
* Keep grading current.
* Post mid-term and end-of-term grades following these [instructions](https://academics.otc.edu/directions-entering-grades/).

Ask questions and seek assistance when needed. Contact the Faculty Center at 417-447-3500 or email [facdev@otc.edu](mailto:facdev@otc.edu).