# 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

[ ]  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.