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 (with departmental approval as needed).

☐ 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 (with departmental approval as needed).

☐ 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.

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