

## Canvas Course Checklist:

- Use the [Academic Calendar](#) for important dates.
- Request a [Canvas Course Copy](#).
- Complete your [Course Syllabus](#).
- Update your contact information, bio, and homepage.
- Ensure videos, images, and content is accessible for students.
- Adjust all assignment [Due Dates](#).
- If your course is an [AutoAccess](#) course, make sure all content is [paired correctly](#) and there's book access.
- For online courses; determine your [Proctored Event Schedule](#), and review [Proctoring Resources](#).
- Review OTC Attendance Policy, and familiarize yourself with the [Attendance Module](#).
- Welcome students to the course via Canvas (*after courses open*), or through [Roster Email](#).

## Additional Tips:

Ensure course instructions are clear & concise.

Review instructional content to ensure that it meets your learning objectives.

Delete or un-publish unnecessary assignments, quizzes, and discussions.

Communicate your availability for office hours.

Use the [Student View](#) in Canvas to preview your course as a student.

Consider downloading the Canvas Teacher app ([Apple](#), [Android](#)) to manage courses on the go.

Respond to student emails within 24 hours, post announcements in Canvas to help keep students on track, keep grading current, and [post mid-term and final grades](#) when/before due.

## Resources:

[Center for Academic Innovation](#), [facdev@otc.edu](mailto:facdev@otc.edu), 447-4800

[OTC Online](#), [online@otc.edu](mailto:online@otc.edu), 417-447-8200

[Faculty Resources](#)

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