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; review Proctoring Resources.

Review OTC Attendance Policy, and familiarize yourself with the Attendance Module.

Visit Canvas Commons for student how-to resources you can import and use in your course.

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.

Validate links in the course.

Resources:

Center for Academic Innovation, facdev@otc.edu, 447-4800

OTC Online, online@otc.edu, 417-447-8200

Faculty Resources

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