

Canvas Course Checklist:

- ✓ Use the [Academic Calendar](#) for important dates.
- ✓ Request a [Canvas Course Copy](#).
- ✓ Complete your [Course Syllabus](#) (*available a few weeks prior to the semester start*).
- ✓ Update your contact information, bio, office hours and homepage.
- ✓ Ensure videos, images, and [content is accessible](#) for students.
- ✓ [Validate links](#) in the course.
- ✓ Adjust all assignment [Due Dates](#).
- ✓ Delete or un-publish unnecessary assignments, quizzes, and discussions.
- ✓ If your course is a [AutoAccess](#) course, make sure all content is [paired correctly](#) and there's book access.
- ✓ For online courses; review [Proctoring Resources](#).
- ✓ Schedule any proctored/needed exams with [RegisterBlast](#).
- ✓ Review [OTC's 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 and concise.
- ✓ Review instructional content ensuring it meets your learning objectives and use [videos/Canvas Studio](#) where appropriate.
- ✓ 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.
- ✓ Try accessing your course and completing an assignment from a phone.
- ✓ 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:

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