Canvas Readiness Checklist

Use this checklist to prepare your Canvas course for Spring 2021. For help with Canvas settings attend Canvas Training Lab II. For help with Content and Organization attend Canvas Training Labs III, IV, V, VI. To register for Canvas Training Labs, visit [CETL Workshops and Other Learning Initiatives](https://www.lincoln.edu/departments/center-excellence-teaching-and-learning/cetl-workshops-and-other-learning-initiatives).

**Register**

**for Training Labs**

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| Canvas Settings |
| In the global navigation menu, click “Account,” click “Notifications,” and set your Notifications. | [ ]  |
| In the global navigation menu, click “Account,” click “Profile,” and add your photo.  | [ ]  |
| Consider adding your pronouns and adding your bio. If you choose to do this, in the global navigation menu, click “Account,” click “Profile,” and choose your pronouns and add your bio, and click “Save Profile” at the bottom of the page. | [ ]  |
| In settings on your course home page, update your course navigation menu for your students. Your students should work in a sequential manner. Students will see their content in each Module. In your course student navigation make your Module link visible for your students and hide assignments, quizzes, discussions, pages, and files.  | [ ]  |
| Decide if you are going to import from Moodle or start from scratch. | [ ]  |
| If you import to Canvas, review the imported content. The imported content may import out of order. Check your content carefully. Set your start and end dates for assignments, quizzes, and discussions. | [ ]  |
| Course home page: use Modules (which is the default) or create a home page. Attend Canvas Training Lab IV to learn about pages. | [ ]  |
| Create a Module for each week. Attend Canvas Training Lab IV to learn about Modules. | [ ]  |
| Update your syllabus and add your syllabus to your first module  | [ ]  |
| Create an announcement or page that includes course information and provides guidance to students such as where to begin and what to expect throughout the course. | [ ]  |
| Add content to your modules. | [ ]  |
| Publish your modules. | [ ]  |
| Publish your course. | [ ]  |
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