ECU Canvas Beginning & End of Semester Essentials

These checklists are originally created by the Training Services Department at Instructure and has been modified by the ECU Canvas support team.

canvas.ecu.edu

**Beginning of Semester**

- **Add Syllabus**
  Add the current syllabus to your course.
  »Tip: Add it to the Course Syllabus tool, as a File link in your course, on a Course Page, etc.

- **Customize Course Detail Settings**
  Be aware of options available in *Course Details >> Course Settings*: More options opens a menu of extra features.
  »Tip: Don’t forget to select Update Course Details at the bottom once you update the settings.

- **Simplify Course Navigation**
  For optimum course experience, hide unused course navigation links.
  »Tip: The fewer links the better.

- **Publish Course and Content**
  Check visibility of files, pages and modules.
  »Tip: Unpublish content you don’t want students to view. Use *Student View* to verify items are viewable/hidden by students.

- **Choose Home Page**
  The Home Page is the first area students land. Select a Home Page that fits your course. Your Home Page can be changed at any time.
  »Tip: Use visuals to engage your students & incorporate important information.

- **Set Account Notifications**
  To ensure you receive communication, set your Notification Preferences and contact method.
  »Tip: Remind & show students how to set their preferences.

**End of Semester**

- **Verify Grades (If Applicable)**
  Verify grades if Canvas is the gradebook of record. Changes will affect student final grades.
  »Tip: Verify that the Gradebook matches the grading policy.
  »Tip: Turn missing entries to zeros through the late policy options.
  »Tip: Check out more about Assignment Groups if using weighted grading categories.

**Moving to Canvas**

ECU will fully transition to Canvas for the fall 2020 semester.

- **Training Schedule**
canvas.ecu.edu/instructors/training

- **Instructor Guides & Overview Videos**
canvas.ecu.edu/instructors/guides

- **Student Guides & Overview Videos**
canvas.ecu.edu/student-guides/

- **24/7 Help in Canvas**
  Use Canvas Help icon to get instant help while working in Canvas. Chat, call, or open a ticket.