ECU Canvas Beginning & End of Semester Essentials

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

canvas.ecu.edu

Beginning of Semester

+ **Merge (Cross-list) Courses**
Cross-listing allows you to **merge** & teach sections of the same course in one location.

- **Understand Course Modules**
Modules are the recommended way to organize/present content to students.

- **Add Content to Modules**
Adding files, pages, assignments, discussions, & quizzes to your modules.

- **Add Syllabus**
Add the current syllabus to your course.

  >> **Tip:** Add it to the Course Syllabus tool, as a File link, on a Course Page, etc.

- **Customize Course Detail Settings**
Be aware of options in Course Details >>Course Settings.

  >> **Tip:** Don’t forget to select Update Course Details after changing settings.

- **Simplify Course Navigation**
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 content visibility.

- **Choose Home Page**
Select a Home Page that fits your course. The Home Page can be changed at any time.

  >> **Tip:** Use visuals to engage 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 fully transitions 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 the Canvas Help icon to get instant help. Chat, call, or open a ticket.