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

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.