

# OIT INSTRUCTIONAL DESIGN AND TECHNOLOGY TEAM

## CANVAS START-OF-SEMESTER CHECKLIST

### Planning/Preliminary Steps

- ☐ **New to Canvas?** If you haven't completed Canvas training, register for the basic training. Choose between a 100% online asynchronous course or a hybrid video-based course. Email [IDT@uhcl.edu](mailto:IDT@uhcl.edu) to sign up.
- ☐ **Welcome Email:** Send a welcome email to students a week before classes begin [using e-Services](#).
- ☐ **DUO 2FA:** Set up your [DUO two-factor authentication](#). Contact the OIT Support Center for assistance.
- ☐ **UHCL Applications Portal ([go.uhcl.edu](http://go.uhcl.edu)):** Verify you can log into [go.uhcl.edu](http://go.uhcl.edu) and access the Dashboard for UHCL applications. Contact the OIT Support Center for help.
- ☐ **EchoVideo Account:** Email [IDT@uhcl.edu](mailto:IDT@uhcl.edu) to activate your EchoVideo (Echo360) account.
- ☐ **Teaching on campus?** Check with OIT's Academic Computing staff to ensure your classroom is ready. Contact the OIT Support Center for a consultation.
- ☐ Review the resources and information provided on our [Canvas Faculty Support page](#).
- ☐ Check out Canvas' [Instructor Getting Started Resources post](#).
- ☐ **Optional:** Create introductory videos (e.g., instructor welcome, course video tour) and save in your Echo360 Library.

### Preparing Your Canvas Course

#### Course Content

- ☐ **Optional:** [Cross-list or merge courses into a combined shell](#) before adding content..
- ☐ [Copy content into your course from a previous semester](#), or [use the Canvas Commons to copy the UHCL template contents](#) or "light" template contents into your blank shell. Then add your own files, assignments, etc.
- ☐ **Course Homepage:** [Create a course homepage](#) or post recent announcements.
- ☐ **Customize Canvas:** [Post a new tile image](#) for your Canvas course(s) and use the Validate Links tool to ensure all links work.
- ☐ Add any new instructional videos (e.g., instructor welcome, course video tour, lectures) from Echo360 into your course.
- ☐ **Optional:** Set up your virtual Teams meetings in Canvas using the [Microsoft Education tool](#).
- ☐ **Accessibility:** Review the [Canvas Accessibility page](#) for items in your course.
- ☐ Use the [Validate Links tool](#) to make sure all links are working properly.

#### Date, Communication, and Groups

- ☐ **Course Dates:** Check your [course start/end dates](#) for all assignments, quizzes, exams, discussions, etc.
- ☐ **Notification Preferences:** Set up your [notification preferences](#).

## Finishing Touches

- ☐ **Grade Calculation:** Set up [weighted assignment categories](#) for course grade calculation
- ☐ **Simplify Navigation:** [Remove unused or unnecessary course menu items.](#)
- ☐ **Student View:** Try your course as a student using the [Student View tool](#).
- ☐ **Student Roster:** Compare your Student Roster in Canvas to your roster in e-Services.  
**REMINDER:** It can take up to 48 hours after students add or drop a course for those changes to reach Canvas.
- ☐ **Publish Your Course:** Publish your course by two days before the first class date. The IDT team will publish all unpublished courses at 5:00 PM on the second day of classes.
- ☐ **Optional:** If you need to add a TA, embedded librarian, tutor, or other non-credit member to a Canvas course, review the [Manual Canvas Enrolments information](#) and follow the instructions.

## Need Help?

- ☐ Use [Canvas' 24/7 live chat or telephone support](#) for faculty/staff. **Note:** Do not direct students to these resources.
- ☐ Join the IDT Team's virtual drop-in support sessions. [Teams Meeting Link](#)
  - **Monday:** 10:00 AM–11:00 AM
  - **Thursday:** 10:00 AM–11:00 AM
- ☐ **Contact IDT:** Contact our colleagues at the OIT Support Center (supportcenter@uhcl.edu or 281-283-2828). A help ticket will be created and assigned to the next available team member. We strive to address all help requests within two (2) business days, although response times are typically much faster.