OIT INSTRUCTIONAL DESIGN AND TECHNOLOGY TEAM
CANVAS START-OF-SEMESTER CHECKLIST

PLANNING AHEAD

☐ **Not an experienced Canvas user? Haven't completed Canvas training?** Register for and complete Canvas basic training. You may select from two delivery options: (1) 100% online asynchronous course, or (2) Hybrid video-based course. Send an email to IDT@uhcl.edu to register for either option.

☐ A week before classes begin, send a welcome email to students using e-Services.

☐ Set up your DUO two-factor authentication (2FA) method. Contact the OIT Support Center for assistance with DUO 2FA issues that may arise.

☐ Verify you can log into go.uhcl.edu and access the Dashboard from which you'll access UHCL applications. Contact the OIT Support Center for assistance with go.uhcl.edu issues you encounter.

☐ Log into go.uhcl.edu and click the Zoom tile. Doing so will launch the Zoom application and automatically activate your full UHCL Zoom license.

☐ Send an email to IDT@uhcl.edu to request activation of your EchoVideo (Echo360) account.

☐ [Opt.] Teaching on campus? Check in with OIT's Academic Computing staff to make sure your classroom is ready to support your teaching needs. Because classroom systems are regularly updated, it is helpful to do this before each semester and/or before you start using a new system or tool. Contact the OIT Support Center to request a consultation with a member of the Academic Computing staff.

☐ Review the resources and information provided on our Canvas Faculty Support page.

☐ Check out Canvas' Instructor Video Guides or their Instructor Getting Started Resources post.

☐ [Opt.] Create introductory videos (e.g., instructor welcome, course video tour) and save in your Echo360 Library.

PREPARING YOUR CANVAS COURSE

COURSE CONTENT

☐ [Opt.] Cross-list or merge courses into a combined shell (Do this BEFORE copying or adding contents!).

☐ 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 and then add your own files, assignments, etc.

☐ Create a course homepage or make your recent announcements your course homepage.

- ☐ [Update your syllabus using the syllabus tool](#) in your course menu or post your Course Syllabus to the Syllabus tool as a file.

- ☐ Customize and [post a new tile image](#) for your Canvas course(s).

- ☐ Add any new instructional videos (e.g., instructor welcome, course video tour, lectures) from Echo360 into your course.

- ☐ [Opt.] [Set up your Zoom meeting link(s).](#)

- ☐ Review the [Canvas Accessibility page](#) for items in your course.

- ☐ Use the [Validate Links tool](#) to make sure all links are working properly.

DATES, COMMUNICATION, AND GROUPS

- ☐ Check your [Course Start/End Dates for all assignments, quizzes, exams, discussions, etc.](#)

- ☐ Set up your [Notification preferences](#).

- ☐ [Opt.] Create and populate [student groups](#). **NOTE:** Group names and settings will not copy from one semester shell to another.

FINISHING TOUCHES

- ☐ **BUS Instructor?** Deploy and configure the BUS Academic Honesty Resources and Acknowledgement Quiz so that students must complete those items before they can access the rest of your course. You may also request that IDT staff configure those for you by emailing the team at IDT@uhcl.edu.

- ☐ Set up [weighted assignment categories](#) to facilitate course grade calculation

- ☐ Simplify your course navigation and [remove unused or unnecessary course menu items](#).

- ☐ Try your course as a student using the [Student View tool](#).

- ☐ 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](#). Most students expect to have access to course shells two calendar days before the first class date, so we recommend that you publish your course by that date.** Even if you publish your course well in advance, the earliest that students can access it is two days before classes begin. **NOTE:** The IDT team will bulk publish all unpublished courses at 5:00 PM on the second day of classes.

- ☐ [Opt.] If you need to have a TA, embedded librarian, embedded tutor, or other non-credit student, faculty, or staff member added to a Canvas course, review the information about [Manual Canvas Enrolments](#) and follow the instructions to obtain administrative approval and have it sent to IDT@uhcl.edu.

NEED HELP?

- ☐ Use [Canvas' 24/7 live chat or telephone support for faculty/staff Canvas users](#). **NOTE:** Please do not direct students to those resources.

- ☐ Join one of the IDT Team's virtual drop-in support sessions.

  [Teams Meeting Link](#) (Effective 1/2/25)

Monday: 10-11 a.m.
Tuesday: 1-2 p.m.
Wednesday: 6-7 p.m.
Thursday: 10-11 a.m.

☐ Contact the IDT team at IDT@uhcl.edu or by contacting our colleagues in the OIT Support Center (supportcenter@uhcl.edu or 281-283-2828). A help ticket will be created and assigned to the most appropriate or next available team member. We strive to address all help requests within two (2) business days, although response times are typically much faster.