

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

- [Copy content into your course from a previous semester](#), or [use the Canvas Commons to copy the UHCL 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.
- Add the UHCL Student Canvas Resources Guide to your course from the Canvas Commons.
- 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 3:00 PM on the first day of classes.
- [Opt.] Request TA, embedded librarian, embedded tutor, etc. adds for your course(s) by sending an email to supportcenter@uhcl.edu. Please make sure to include the user's name, UHCL email address, and student/employee ID number. **NOTE 1:** For information security reasons and to avoid confusion, TAs and others who have UHCL student computer accounts will be added to courses only with a UHCL staff account. Please ensure that your department, program, or college has submitted or updated a hiring record in e-Services/PeopleSoft for your TA before requesting they be added to your course(s). **NOTE 2:** At the direction of the BUS Dean, Dr. Waller, TAs for BUS classes can only be granted student-role access to your course(s).

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.

[Zoom Meeting Link](#)

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.