



# Canvas-Ready Checklist

Before you begin teaching, review the following checklist to make sure your course is Canvas-ready!



PREP	<input type="checkbox"/>	<b>Setup Canvas</b>	<a href="#">LMS/Course Declaration Page</a> (Flashline > FlashFAST for Faculty) must be used to setup Canvas for each course.
	<input type="checkbox"/>	<b>Bb Content</b>	<a href="#">Course Migration Page (Optional)</a> (Flashline > FlashFAST for Faculty) can be used to migrate Blackboard content to Canvas.
	<input type="checkbox"/>	<b>Training</b>	<a href="https://training.kent.edu">training.kent.edu</a> lists a schedule of live (virtual) Canvas training sessions.
ORGANIZE	<input type="checkbox"/>	<b>Home</b>	<a href="#">Kent State Online Template</a> can be imported to provide a Canvas home page.
	<input type="checkbox"/>	<b>Modules</b>	<a href="#">Modules</a> are labeled, ordered, and provide a clear pathway to get started (e.g., “Start Here” module).
	<input type="checkbox"/>	<b>Navigation</b>	<a href="#">Course Navigation</a> features only tools used in your class.
	<input type="checkbox"/>	<b>Syllabus</b>	<a href="#">Syllabus</a> page provides access to your Syllabus.
REVIEW & REVISE	<input type="checkbox"/>	<b>LMS References</b>	Replace “Blackboard” references/links (check syllabi, materials, assignment instructions, course videos, etc.).
	<input type="checkbox"/>	<b>Assignments &amp; Discussions</b>	<a href="#">Assignments</a> and <a href="#">Discussions</a> are included in appropriate Modules. Check points, due dates, and settings.
	<input type="checkbox"/>	<b>Quizzes</b>	<a href="#">Quizzes</a> are included appropriate Modules. Review questions, points, due dates, and settings.
	<input type="checkbox"/>	<b>Grades</b>	<a href="#">Gradebook</a> columns are organized. Point totals are accurate. Empty or repeated <a href="#">Assignment Groups</a> are removed.
	<input type="checkbox"/>	<b>Review &amp; Publish</b>	Validate links. Check accessibility. Publish <a href="#">Modules</a> and items within Modules. <a href="#">Lock Modules</a> that should be released later in the course.
	<input type="checkbox"/>	<b>Student View</b>	<a href="#">Student View</a> provides an opportunity to preview all course materials.
GET STARTED	<input type="checkbox"/>	<b>Publish</b>	<a href="#">Publish your course</a> so it’s visible on Canvas Dashboards.
	<input type="checkbox"/>	<b>Bb Redirect</b>	No content should be available in Blackboard. However, consider adding a link on the homepage to <a href="https://canvas.kent.edu">Canvas (canvas.kent.edu)</a> .
	<input type="checkbox"/>	<b>Student Support &amp; Orientation</b>	Let students know you're using Canvas. Students can access Canvas via FlashLine or <a href="https://canvas.kent.edu">canvas.kent.edu</a> . Recommend <a href="#">Canvas in a Flash (Student Edition)</a> for an orientation. Phone (330-672-HELP), Opt4 for Canvas. Chat with Canvas Support via Help button in Canvas.
	<input type="checkbox"/>	<b>Monitor Activity</b>	<a href="#">People</a> page can be used to monitor student access. Send reminders to those not yet logged into Canvas.