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

### PREP
- **Training**
  - [ ] Training
  - [ ] training.kent.edu lists a schedule of live (virtual) Canvas training sessions.

- **Combine Courses**
  - [ ] Combine Courses
  - [ ] Submit a ticket to request a Canvas Course Combine to merge multiple courses into a primary course in Canvas.

- **Migrate Bb Courses**
  - [ ] Migrate Bb Courses
  - [ ] Course Migration Page can be used to migrate Blackboard content to Canvas.

- **BB-Migrated Prefix**
  - [ ] BB-Migrated Prefix
  - [ ] Import BB-Migrated courses into live Canvas courses. Migrated Blackboard courses receive a “BB-Migrated” prefix, and only contain content (no students). BB-Migrated courses need reviewed, re-organized, and imported into live Canvas courses with student rosters.

### ORGANIZE
- **Home**
  - [ ] Home
  - [ ] Kent State Online Template can be imported to provide a Canvas home page and standard navigation.

- **Modules**
  - [ ] Modules
  - [ ] Modules are labeled, ordered, and provide a clear pathway to get started (e.g., “Start Here” module).

- **Navigation**
  - [ ] Navigation
  - [ ] Course Navigation features only tools used in your class.

- **Syllabus**
  - [ ] Syllabus
  - [ ] Syllabus page provides access to your Syllabus.

### REVIEW & REVISE
- **LMS References**
  - [ ] LMS References
  - [ ] Replace “Blackboard” references/links (check syllabi, materials, assignment instructions, course videos, etc.).

- **Announcements**
  - [ ] Announcements
  - [ ] Announcements are deleted or edited to release at new days/times.

- **Assignments & Discussions**
  - [ ] Assignments & Discussions
  - [ ] Assignments and Discussions are included in appropriate Modules. Check points, due dates, and settings. Assignment Groups are accurate in the Assignments “tab” in the course navigation.

- **Quizzes**
  - [ ] Quizzes
  - [ ] Quizzes are included appropriate Modules. Review questions, points, due dates, and settings.

- **Grades**
  - [ ] Grades
  - [ ] Gradebook columns are organized. Point totals are accurate. Empty or repeated Assignment Groups are removed.

- **Review & Publish**
  - [ ] Review & Publish
  - [ ] Validate links. Check accessibility. Publish Modules and items within Modules. Lock Modules that should be released later in the course.

- **Student View**
  - [ ] Student View
  - [ ] Student View provides an opportunity to preview all course materials.

### GET STARTED
- **Publish**
  - [ ] Publish
  - [ ] Publish your course so it’s visible on Canvas Dashboards.

- **Student Support**
  - [ ] Student Support
  - [ ] Access Canvas via FlashLine. Canvas in a Flash for an orientation. (330-672-HELP) or Chat via Help button in Canvas.

- **Monitor Activity**
  - [ ] Monitor Activity
  - [ ] People page can be used to monitor student access. Send reminders to those not yet logged into Canvas.