**Canvas-Ready Checklist**

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

**PREP**

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

- **Combine Courses** (optional)
  - Submit a ticket to request a Canvas Course Combine to merge multiple course sections into a primary course in Canvas.

- **Copy (Import) Course Content** (optional)
  - Copy (Import) Blackboard-migrated content into a Canvas course. Migrated courses receive a “BB-Migrated” prefix, and only contain content (no student data). BB-Migrated courses need reviewed, re-organized, and imported into live Canvas courses with student rosters.
  - or -
  - Copy (Import) content from another Canvas course. Copy course content from one Canvas course to another using the Course Import Tool. Be sure to review more information on the Course Import Tool, including, features, options, and limitations.

**ORGANIZE**

- **Home**
  - Kent State Online Template can be imported to provide a Canvas home page.

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

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

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

**REVIEW & REVISE**

- **LMS References**
  - If needed, replace “Blackboard” references/links (check syllabi, materials, assignment instructions, course videos, etc.).

- **Assignments & Discussions**
  - Assignments and Discussions are included in appropriate Modules. Check points, due dates, and settings.

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

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

- **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 provides an opportunity to preview all course materials.

**SUPPORT**

- **Student Support & Orientation**
  - Access Canvas via FlashLine or canvas.kent.edu. Recommend Canvas in a Flash (Student Edition) or kent.edu/canvas/students for an orientation. Phone (330-672-HELP). Chat with Canvas Support via Help button in Canvas.

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