



# Canvas-Ready Checklist

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

## STEP 1: Prepare

Item	Considerations
<b>Training</b>	<a href="#">Canvas Training</a> features several options for on-demand, 1:1, live training sessions.
<b>Combine Courses</b> (optional)	Submit a <a href="#">ticket to request a Canvas Course Combine</a> to merge multiple courses into a primary course in Canvas.
<b>Import Course Content</b> (optional)	<a href="#">Copy (Import) content from another Canvas course</a> . Copy course content from one Canvas course to another using the <a href="#">Course Import Tool</a> . Be sure to review more information on the Course Import Tool, including, features, options, and limitations.

## STEP 2: Organize

Item	Considerations
<b>KSO Template &amp; Home</b>	<a href="#">Import the Kent State Online Template</a> to build a quality course quickly and easily! The template comes pre-loaded with a homepage, a standard course structure, and placeholders for course content that can be customized.
<b>Modules &amp; Pages</b>	<a href="#">Modules</a> and <a href="#">Pages</a> provide a clear and consistent pathway for students to follow.
<b>Navigation &amp; Syllabus</b>	<a href="#">Course Navigation</a> features only tools used in your class. <a href="#">Syllabus</a> page provides access to your Syllabus.

## STEP 3: Review

Item	Considerations
<b>Assignments &amp; Discussions</b>	<a href="#">Assignments</a> and <a href="#">Discussions</a> are included in appropriate Modules. Check <a href="#">points</a> , <a href="#">due dates</a> , and <a href="#">settings</a> .
<b>Quizzes</b>	<a href="#">Quizzes</a> are included appropriate Modules. Questions & settings (e.g., points, accommodations, results) are set up properly for your <a href="#">Classic Quizzes</a> or <a href="#">New Quizzes</a> .
<b>Grades</b>	<a href="#">Gradebook</a> columns are organized. Point totals are accurate. Empty or repeated <a href="#">Assignment Groups</a> are removed. <a href="#">Grading schema</a> and <a href="#">weighted grades</a> (if utilized) are accurate.
<b>Review &amp; Publish</b>	Validate <a href="#">links</a> . Check <a href="#">accessibility</a> . <a href="#">Publish Modules</a> and items within Modules. <a href="#">Lock Modules</a> that should be released later in the course.
<b>Student View</b>	<a href="#">Student View</a> provides an opportunity to preview all course materials.

## STEP 4: Support

Item	Considerations
<b>Canvas Help &amp; Orientation</b>	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). Chat with Canvas Support via Help button in Canvas.
<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.