UNIVERSITY OF MONTANA
EDUCATIONAL INITIATIVES & INNOVATION

Learning Experience & Design (LEAD)

Canvas Essentials Checklist

Canvas Tip Sheet

This checklist serves as a starting point for setting up your Canvas account and designing your course in Canvas.

Navigation and Settings

✔Yes	Criteria	Notes
☐	Account is personalized to reflect your own profile picture, desired account settings, and customized notification settings. ▣ Canvas Guides: ▣ How do I add a profile picture & How do I manage my Notification settings.	
☐	**Course Navigation** is clear and consistent (unused items are hidden from student view). ▣ How do I manage Course Navigation links?	
☐	**Course Card** image is added to provide a visual representation of the subject. ▣ How to I add an image to a course card?	
☐	**Import** is a tool used to bring in any previous course content or content shared to you by others. As relevant, use the Course Import tool to retrieve past content and activities. ▣ What is the Course Import Tool?	
☐	**Course Grading Scheme** is how Canvas translates percentages or points earned into a final grade. The UM default is enabled and should be checked or a new scheme added that matches the course syllabus. ▣ How do I view and manage grading schemes in a course?	

UM Canvas Template

✔Yes	Criteria	Notes
☐	**Home Page** is personalized by replacing the template information with your own. It is recommended that you use one of the UM Canvas Home Page templates. ▣ How do I change the Course Home Page?	
☐	**Syllabus** is available for download and follows the UM syllabus template. ▣ How do I edit the Syllabus in a course?	
☐	**Getting Started Module** is edited to reflect your specific instructor and course information. The Instructor Information page is edited to include a short video (recommended). The Introduction Forum is used for community building. All unused template items are deleted.	

Course Design

✔Yes	Criteria	Notes
☐	MUS Principles of Quality and Canvas Tools is consulted as a document to support quality course design and development.	
☐	**Assignment Groups** are created for weighted grade categories (if applicable). ▣ How do I add an assignment group in a course?	
☐	**Develop Course Content** by consulting the UM Canvas Essentials course and/or the Canvas Instructor Guides for instructions on adding content, activities, and assessments.	
☐	**Chunking** of content allows students to engage with manageable pieces of information and activities. Leverage **modules and pages** (e.g. organized by units, chapters, topics, or weeks). ▣ What are Modules?	
☐	**Check Alignment** of your Syllabus to your course assignments and your gradebook to ensure that course outcomes are met and that the sequencing is **logical** and increases in understanding and difficulty.	

Course Finalization and Publishing

✔Yes	Criteria	Notes
☐	**Accessibility** is addressed by reviewing all content (videos are captioned, images are tagged, text clues such as headings and link names are used correctly). Use Panorama to identify and correct accessibility issues within the course**.** ▣ Consult the Panorama Digital Accessibility Platform Tip Sheet.	
☐	**Link Validation** is used to check that all links, files, videos, and external **URLs** are active and working. ▣ How do I validate links in a course?	
☐	**Student and Mobile Views** are tested to ensure accuracy and access from the student role. ▣ How do I view a course as a test student using Student View?	
☐	**Publishing** your course should occur about one week prior to the start date. Publish and post a course announcement to welcome your students! If your course is published while you are designing the enrolled users will receive email notifications for each change and add (unless they have turned their notification settings off). ▣ How do I publish a course?	

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.

For further assistance, please contact the LEAD instructional designers at LEAD@umontana.edu.