



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
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Course Navigation is clear and consistent (unused items are hidden from student view). Canvas Guides: How do I manage Course Navigation links?	
<input type="checkbox"/>	Course Card image is added to provide a visual representation of the subject. Canvas Guides: How to I add an image to a course card?	
<input type="checkbox"/>	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. Canvas Guide: What is the Course Import Tool?	

UM Canvas Template

✓ Yes	Criteria	Notes
<input type="checkbox"/>	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. Canvas Guides: How do I change the Course Home Page?	
<input type="checkbox"/>	Syllabus is available for download and follows the UM syllabus template. Items are “Copied and Pasted” directly into the template (recommended) and all unused template placeholders are deleted. Canvas Guides: How do I edit the Syllabus in a course?	
<input type="checkbox"/>	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 Course Q&A Forum & Introduction Forum are used for questions and community building. All unused template items and sample text are deleted.	
<input type="checkbox"/>	Sample Module is reviewed as a suggested structure for organizing your course. A structure is determined based on your instructional strategies and content. All templated activities are reviewed and adjusted with your own text (e.g. discussions, quizzes, assignments).	

Course Design

✓ Yes	Criteria	Notes
<input type="checkbox"/>	MUS Principles of Quality and Canvas Tools is consulted as a document to support quality course design and development.	
<input type="checkbox"/>	Assignment Groups are created for weighted grade categories (if applicable). Canvas Guide: How do I add an assignment group in a course?	
<input type="checkbox"/>	Develop Course Content by consulting the UM Canvas Essentials course and/or the Canvas Instructor Guides and Videos for instructions on adding content, activities, and assessments.	
<input type="checkbox"/>	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). Canvas Guide: What are Modules?	
<input type="checkbox"/>	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
<input type="checkbox"/>	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 the Accessibility Checker to identify and correct accessibility issues within the course. Canvas Guide: Accessibility Checker	
<input type="checkbox"/>	Link Validation is used to check that all links, files, videos, and external URLs are active and working. Canvas Guide: Link Validation	
<input type="checkbox"/>	Student and Mobile Views are tested to ensure accuracy and access from the student role. Canvas Guide: How do I view a course as a test student using Student View?	
<input type="checkbox"/>	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). Canvas Guide: How do I publish a course?	

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.