

Canvas Organization Checklist

1 Star: Standard Design Component	2 Stars: Best Practice, Adds Value	3 Stars: Exemplary, Elevates Learning
<p>Course Set-up</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide visual representation of subject in course card <input type="checkbox"/> Hide unused items from course navigation <input type="checkbox"/> Validate that all links, files, and videos are active and working <input type="checkbox"/> Upload a profile photo <input type="checkbox"/> Add your pronouns <input type="checkbox"/> Peruse course as the Test Student <input type="checkbox"/> Set course access <p>Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use modules to “chunk” content into manageable, consistent pieces <input type="checkbox"/> Use a thoughtful naming convention for modules and items within modules <input type="checkbox"/> Upload a downloadable syllabus to the Syllabus tab <input type="checkbox"/> Add due dates to assignments, quizzes, and discussions <p>Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate material expectations - technology, textbook, and other materials <input type="checkbox"/> Post an instructor introduction and communication instructions <input type="checkbox"/> Create a “Welcome” or “Get Acquainted” discussion or activity <p>Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide detailed instructions/guidelines for completing assignments and discussions <input type="checkbox"/> Use SpeedGrader to score and provide feedback <input type="checkbox"/> Use the Gradebook <input type="checkbox"/> Select Grading Scale 	<p>Course Set-up</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use a course banner with imagery that is relevant to the course materials <input type="checkbox"/> Embed external tools into pages whenever possible <input type="checkbox"/> Add requirements and dates to your modules <p>Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create consistent page format in modules <input type="checkbox"/> Select technologies that are intentional and user-friendly, provide clear instructions on how to use the tools <p>Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include at least one of the three forms of interaction in modules: <ul style="list-style-type: none"> • Student-Student (discussion and/or collaborative projects) • Student-Teacher (quality feedback) • Student-Content (engaging content and resources with which students must interact and not just read or watch) <input type="checkbox"/> Create “Get Started” module to explain navigation within the course <input type="checkbox"/> Include minimum technology requirements and support services - Help Desk, Canvas Support, Library, Student Support Services, etc. <p>Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide sample assignments to illustrate expectations <input type="checkbox"/> Create rubrics in Canvas to evaluate assignments and/or discussions 	<p>Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin with “Introduction/Overview” page and end with “Conclusion/Summary” page in modules <p>Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create your instructor presence plan <input type="checkbox"/> Build in frequent check-ins with students via small assignments, polls, or fun activities <p>Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create multiple activities that help students develop critical thinking and problem-solving skills