



Canvas-Ready Checklist

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



PREP	<input type="checkbox"/>	Training	training.kent.edu lists a schedule of live (virtual) Canvas training sessions.
	<input type="checkbox"/>	Combine Courses (optional)	Submit a ticket to request a Canvas Course Combine to merge multiple course sections into a primary course in Canvas.
	<input type="checkbox"/>	Copy (Import) Course Content (optional)	<p>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.</p> <p>-or-</p> <p>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.</p>
ORGANIZE	<input type="checkbox"/>	Home	Kent State Online Template can be imported to provide a Canvas home page.
	<input type="checkbox"/>	Modules	Modules are labeled, ordered, and provide a clear pathway to get started (e.g., “Start Here” module).
	<input type="checkbox"/>	Navigation	Course Navigation features only tools used in your class.
	<input type="checkbox"/>	Syllabus	Syllabus page provides access to your Syllabus.
REVIEW & REVISE	<input type="checkbox"/>	LMS References	If needed, replace “Blackboard” references/links (check syllabi, materials, assignment instructions, course videos, etc.).
	<input type="checkbox"/>	Assignments & Discussions	Assignments and Discussions are included in appropriate Modules. Check points, due dates, and settings.
	<input type="checkbox"/>	Quizzes	Quizzes are included appropriate Modules. Review questions, points, due dates, and settings.
	<input type="checkbox"/>	Grades	Gradebook columns are organized. Point totals are accurate. Empty or repeated Assignment Groups are removed.
	<input type="checkbox"/>	Review & Publish	Validate links. Check accessibility. Publish Modules and items within Modules. Lock Modules that should be released later in the course.
	<input type="checkbox"/>	Student View	Student View provides an opportunity to preview all course materials.
SUPPORT	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Monitor Activity	People page can be used to monitor student access. Send reminders to those not yet logged into Canvas.