

Canvas Course Checklist

With the new academic year approaching, here is a quick checklist to make sure your course is in great shape and ready to Go Live!

■ Importing

- Have you imported relevant 20/21 content into your 21/22 course?
- If you're starting from scratch, have you uploaded all required resources?



■ Customising

- Have you edited the home page to reflect your individual course details?
- Other customisable features include the course navigation menu, tutor profile and Dashboard course card image.



■ Communication

- Do your students know what tools and features you will be using? Are they comfortable navigating within the course?
- Remember you can signpost them to 24/7 support if they need additional assistance.



■ Hyperlinks

- Are all your hyperlinks working? Canvas has a Links Validator that will check them all for you and flag up any that need fixing.



■ Accessibility

- Is your content accessible to all your students? For instance, do images possess alternative text and did you provide closed captions for your videos?



■ Publishing

- Is your course published? Students will not be able to access it until it is.
- Individual items of content will also require publishing such as modules, files and discussions.



■ Student View

- Have you experienced the course from a student perspective? This can help you to identify early any problems and gives you an insight into how your students will be viewing the course.



Further information is available in the CPD-Canvas Essentials Course or from Canvas 24/7 Support