

Migrated Course Checklist

Before you publish your Canvas course site, use this checklist to make sure your site is ready to go.

This checklist can be used whether you are using content imported or have created your Canvas course site “from scratch.” More information on Canvas may be found in the [Canvas Guides](#).

COURSE INFORMATION

Completed	Task to complete
<input type="checkbox"/>	Home – Front page has been set and is accurate for the course. (What front page layout options are available to me?)
<input type="checkbox"/>	Syllabus is up-to-date and accessible (see more here on working with Files) Note about Canvas course template and the Syllabus: The syllabus will have information from the WCU Syllabus template that can be edited. Other pages and information with WCU Syllabus template information also available in template modules.
<input type="checkbox"/>	If desired, edit the Bio section of your Canvas Profile with your contact information and office hours
<input type="checkbox"/>	Students know where to begin – a “Start Here Module,” Announcement , and/or Home Page has updated text, is specific to the course, and provides students guidance on where to begin and what to expect the first day of class.
<input type="checkbox"/>	Students are advised to review Student Canvas Guides and Canvas browser requirements .

COURSE AND CONTENT ORGANIZATION

Completed	Task to complete
<input type="checkbox"/>	Check Files to see that course materials have been uploaded or imported to course site and are not duplicated.
<input type="checkbox"/>	Modules – Modules are clearly organized; Module and content names are unique and reflect the course’s learning objectives.
<input type="checkbox"/>	Remove or change any references to Blackboard in your course or syllabus.
<input type="checkbox"/>	Assignments – All Assignments have been edited with their correct points possible and due dates . They are linked with appropriate Modules .
<input type="checkbox"/>	Assignments – Submission directions for all assignments are correct. Review each page, especially the submission directions for quizzes, discussions, assignments, to ensure the submission directions are for Canvas. Module: Participating in a Course in Canvas. Try using student view .
<input type="checkbox"/>	Assignment Groups – any duplicate or empty Assignment Groups have been removed. If you are weighting grades, the weighting of Groups matches the grading scheme described in your syllabus.
<input type="checkbox"/>	Grades – Total possible points (or percentages) match the course syllabus. See more here on the Canvas Gradebook .

COURSE AND CONTENT ORGANIZATION *(continued)*

Completed	Task to complete
<input type="checkbox"/>	Navigation – Only the needed tools have been added to the course navigation . Recommended: Syllabus, Announcements, Modules, Discussions (if applicable), People, and Grades.
<input type="checkbox"/>	Links – (internal links and external links) have been validated using the link validator tool in Settings.
<input type="checkbox"/>	Discussions – Discussions are graded or ungraded consistently. The order of Discussions page makes sense. Use Pinned Discussions to specify order, if the tool is enabled.
<input type="checkbox"/>	Quizzes – Settings for Quizzes have been applied (availability, due dates, timers, and rubrics) and have been reviewed (by previewing them).
<input type="checkbox"/>	People – any unneeded Groups have been removed.
<input type="checkbox"/>	Availability settings for Files are correct and consistent (open and lock dates/times). If the tool is enabled or if course files are linked to from any course item.
<input type="checkbox"/>	Active Tools are published (i.e. Assignments, Quizzes, Surveys, items within Modules, etc.). Students can't see anything that is not published (with a green cloud).

VIEW YOUR COURSE FROM THE “STUDENT VIEW”

Go to “Settings” in course navigation on the left side of the page and then to “Student View.” It is the second button down on the right of the page.

Completed	Task to complete
<input type="checkbox"/>	Announcements – Current and applicable Announcements are showing.
<input type="checkbox"/>	Discussions – Order of Discussions makes sense. Use Pinned Discussions to specify order. (if enabled)
<input type="checkbox"/>	Modules – Review all content; are items visible as you expect? Are submission directions clear and correct?
<input type="checkbox"/>	Assignments – Submission directions are clear and points and due dates are correct.
<input type="checkbox"/>	Grades – Grades add up to the correct percentage and total points (use Test student scores to validate).