

Site Design Checklist

Is your site design complete? Use the following checklist as a guideline to confirm that your Canvas course site is ready to publish.

File Import and Content Creation

- Course Files** are uploaded and organized.
- Files are **locked** if they should be hidden from students.
- Pages** are created and **published** for course content and policy/logistical information, as needed.
- Pages that are ready are **published**.
- A **Front Page** is set.

Course Customization

- The **Home Page** is selected and is consistent with course instructional goals and pedagogy.
- The left-hand **course navigation** appears in the desired order and unused navigation is hidden.
- Reserve readings** and **lecture videos**, if applicable, are available in the navigation.
- Course Settings** are adjusted as appropriate for your course.
- Relevant **external apps** are added and configured.
- Content is organized and added to **modules**, as needed.
- Module **prerequisites and completion requirements** are set, as applicable.
- Modules that are ready are **published**.

Assignments, Discussions, and Quizzes

- Assignment Groups** are created and weighted, if applicable.
- Graded assignments are added as **Assignments** with points and submission type selected.
- Discussions** are created and details added.
- Quizzes** (including **surveys**) are created and questions have been added.
- Assignment, Discussion, and Quiz settings are verified, including due and availability dates.
- Assignments are placed in the correct **Assignment Group**.
- Assignments, Discussions, and Quizzes that are ready are **published**.

Syllabus

- The **Syllabus Description** includes faculty contact information, course objectives, and links to policy pages, as applicable (e.g. communication and collaboration policies).
- A **link** to a downloadable, up-to-date Syllabus is added, if desired.
- Events** are added to the course calendar and appear on the Syllabus, as appropriate.

Orienting Your Students to the Site

- A link to **Canvas 101 for Students** is on your site.
- A blurb about site organization and preferred communication methods sets student expectations.

Some of the items above may not apply based on site design and instructional needs.