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.