

# Centre of Leadership, Learning and Academic Excellence

## SEMESTER START CANVAS COURSE PREP CHECKLIST – WINTER 2023 COURSE BUILD/NEW FACULTY

A new course shell is created automatically by IT each semester and must be customized. Your course shell **will not** contain any teaching content, only a Standard Template. If a new course shell is not in your Canvas Dashboard for a course you are teaching this semester, follow up with the [Service Desk](#).

Note: if you are teaching multiple sections of a single course, consider submitting a [cross-listing request](#). Once IT has confirmed your sections have been cross listed, review the information below to update the new Course Shell.

Students will be loaded into your course approx. 48 hours before semester start date. Note we are not currently using Learning Outcomes & Mastery Path functionality.

### CUSTOMIZE HOME PAGE

- Update [Welcome Message](#) (**Edit** button on the templated Home Page)
- [Announcements](#)
- Optional: [How to change the Banner Image](#)
- What is the [Syllabus Tool](#)
- **Important:** do not remove/delete the Student Support section

### PLAN YOUR ASSESSMENT STRATEGY

- Add [assignments](#), [quizzes/tests](#) in Canvas (creating the assessment, automatically creates the grade column in the grading centre)
  - Optional: Add [rubrics](#) to assignments
  - Optional: add any [release dates and times to manage assignment](#) during the semester.
- Review any Individual Service Plans (ISPs) received and update assessments accordingly:
  - [How to extend the due date on an assignment for an individual student](#)
  - Allow more time for an individual student by moderating a Quiz:
    - [Moderating a New Quiz](#)
    - [Moderating a Classic Quiz](#)
- If applicable, Weight Your Grade Centre, more about [Grade Centre](#)

### COURSE CONTENT

- Customize the **Getting Started module**:
  - Ensure you have the current [Course Outline](#) in your new course shell.
  - Update the Instructor Information page (**Edit**) (be sure to use your Loyalist College email).
- How do I [add new modules](#) to my course?
  - Optional: Loyalist is a partner institution with LinkedIn Learning. All faculty, staff and students have access to [LinkedIn Learning](#) materials for free. A great way to add video content to your course.
  - Optional: Consider use of [Open Educational Resources](#) created by others who are willing to share and allow free use of textbooks and learning items.
- Optional: add any [Lock until dates](#) to manage content release during the semester.
- Optional: add a [prerequisite to a module](#).
- [Publish](#) modules

## WEB LINKS

[Test all links](#) to ensure they function as intended.

## MICROSOFT TEAMS MEETINGS SYNC

If you will be using MS Teams Meetings, you can [Sync your Teams](#) to have access to your class list. This needs to be done in **each course**.

## RECOMMENDED: CUSTOMIZE COURSE MENU

Did you know you can [customize the course menu](#) so students only see links to the tools they will interact with in your course.

## IMPORTANT: PUBLISHED STATUS

In Canvas, students will not see course materials that are unpublished. Ensure content you wish to be visible to students is published. We recommend when you feel your course is ready for the semester, launch Student View and review your course.

Review our website for more resources and [upcoming workshops](#).  
You are now prepared to use your Course Shell in Canvas this semester!

## Tips for your first class:

It is recommended you cover these items in your first class:

- Discuss appropriate classroom behaviors for this course. We do have a [Students Code of Conduct](#) Policy. Co-create expectations about behaviors and device use.
- Open your course in Canvas and orient students to where they find the course outline, sequence of instruction (schedule/calendar) and how to see their grades. If you have added lessons and/or assessments review.
- Explain how they should communicate and collaborate with you (Loyalist email) and with each other.