canvas

# MBA Research Learning Center

# BEGINNING-OF-COURSE CHECKLIST

The Beginning-of-Course Checklist is a starting point for ensuring your course is ready to go for student access at the start of a new course term. This checklist was created by the Training Services Department at Instructure and it has been modified by MBA Research & Curriculum Center to suit our user's needs.

**How To Use**
A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria. Features that may or may not be utilized will also be listed as **If Applicable**. Relevant help guides are linked throughout the text.

## Beginning of Course Practices

| Essential ★ | |
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| Yes ✔ | Practice |
| ❑ ★ | **Set Up Account Notifications**<br>To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account.<br>➙ ***Trainer Tip:*** Show students how to set their notification preferences |
| ❑ ★ | **Create a Course**<br>You will want to make sure courses are properly built for your needs, see steps 1 and 2 of our Quick Start Instructions.<br>➙ ***Trainer Tip:*** *The course and sections need to reflect appropriate term dates. Do NOT use the "Default Term".*<br>∗ ***Note:*** *If you are in the **High School of Business (HSB) program**, refer to the LC Instructions for HSB for creating a course and accessing the HSB content.* |
| ❑ ★ | **Import Content**<br>You will want to import content from the Learning Center Commons into your course. See step 3 of our Quick Start Instructions. You may also choose to manually copy course content from another course or a previous term in your school's Learning Center account.<br>∗ ***Note:*** *If you are in the **High School of Business (HSB) program**, find the HSB content in Commons by clicking the "Filter" button, under Shared With select "High School of Business"*<br>➙ ***Trainer Tip:*** *When copying course content from another course, make sure to check "include completed courses" to copy from previous terms* |
| ❑ ★ | **Customize Course Detail Settings**<br>It is important to be aware of the many different options residing under Course Details in Course Settings. Selecting "More Options" will open up a menu of extra features to turn on and off, such as allowing students to post their own discussion threads.<br>➙ ***Trainer Tip:*** *Don't forget to select Update Course Details at the bottom to save changes made to the settings* |

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| ❏ ★ | **Simplify Course Navigation**<br>For optimum course experience, hide unnecessary course navigation links.<br>∗ ***Note:*** *If you are using one of the preloaded Learning Center Course Guide courses, this step has already been done for you.*<br>➔ ***Trainer Tip:*** *The fewer the better* |
| ❏ ★ | **Choose Home Page *(If Applicable)***<br>The Home Page is the first impression of a course. Select the Home Page option that best fits the needs of your course.<br>∗ ***Note:*** *If you are using one of the preloaded Learning Center Course Guide courses, this step has already been done for you.*<br>➔ ***Trainer Tip:*** *Include visuals to engage your students and incorporate important information about your course* |
| ❏ ★ | **Add Students in the People Link *(If Applicable)***<br>See instructions in this FAQ: How do I add students to a course?<br>∗ ***Note:*** *You must purchase student licenses before you add students. If you are not sure about your student license status, email us to verify.*<br>➔ ***Trainer Tip:*** *The People link also displays course sections (if applicable)*<br>➔ ***Trainer Tip:*** *Remember that you must publish your course before students can receive invitations. Also students will not be sent a course invitation until the course start date (if applicable)*<br>➔ ***FAQ***: *How can I help students with login issues?* |
| ❏ ★ | **Publish Course and Content**<br>Check visibility of individual items and Modules as a whole. Don't forget to publish your course.<br>➔ ***Trainer Tip:*** *You can unpublish any items you don't want students to see*<br>∗ ***Note:*** *If you will be using the LAPs or other MBA Research content outside of the Learning Center, be sure to submit a signed Licensing Agreement before moving the content. You can find out more about moving content in this FAQ.* |
| ❏ ★ | **Review Course in Student View *(If Applicable)***<br>Review your course content from Student View to experience your course from a student perspective.<br>∗ ***Note:*** *Some third-party tools may not have student view functionality*<br>➔ ***Trainer Tip:*** *Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries* |

## Best Practices ★★

| Yes ✔ | Practice |
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| ❏ ★★ | **Select Favorite Courses**<br>Customize which course cards are displayed on the Dashboard by "Favoriting" courses based on preference, current term, quarter, semester, etc. |
| ❏ ★★ | **Add Syllabus**<br>Add the current syllabus to your course.<br>➔ ***Trainer Tip:*** *You can add it to the Course Syllabus tool, as a File link in your course, onto a Course Page and any other way you would find useful* |
| ❏ ★★ | **Manage Files**<br>Upload and review course folders and files. Manage the visibility of content by *Publishing, Unpublishing, or Restricting Access* to folders and files.<br>➔ ***Trainer Tip:*** *You can bulk upload files* |

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| ❑ ★★ | **Set Up Grades *(If Applicable)***<br>Verify the Gradebook is arranged according to your grading policy and your syllabus.<br>➔ ***Trainer Tip:*** *You can move the "Total" column from the far right position to the far left position next to the student list*<br>➔ ***Trainer Tip:*** *You can change your Total column to display as Points if needed*<br>➔ ***Trainer Tip:*** *You can set Late Submission or Missing Submission policies* |
| ❑ ★★ | **Set Up Assignment Groups *(If Applicable)***<br>If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and assign weights to each Group.<br>➔ ***Trainer Tip:*** *You have the ability to add drop rules to each Assignment Group* |
| ❑ ★★ | **Adjust Course Settings *(If Applicable)***<br>Visit the course Settings to check your Course Details, Sections, Apps, and Feature Options. Feature options allow you to choose when you want to enable new feature releases.<br>➔ ***Trainer Tip:*** *Under the "Course Details" tab, scroll to the bottom and select "More Options" to access many more settings options*<br>➔ ***Trainer Tip:*** *You can cross-list your own courses under the "Sections" tab*<br>➔ ***Trainer Tip:*** *Adding a course card image is a great visual cue for quickly identifying courses*<br>➔ ***Trainer Tip:*** *Integrating 3rd party LTI Tools (apps) with your course allows students to work with applications without leaving the Canvas platform* |
| ❑ ★★ | **Authenticate Third Party Tools *(If Applicable)***<br>Third party tools, such as Google Apps or Office 365, must be associated with an email address. Ensure that you have logged in, authenticated, and tested these tools before assigning activities with these integrations.<br>➔ ***Trainer Tip:*** *Authentication is an easier process if you are logged in to the email address with which you plan to authenticate in another browser tab or window*<br>➔ ***FAQ****: How do I use the Google Assignments LTI tool in Canvas?* |
| ❑ ★★ | **Verify Calendar *(If Applicable)***<br>Check the Calendar tool to verify Assignment due dates and Events scheduled for your course.<br>* ***Note:*** *The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates*<br>➔ ***Trainer Tip:*** *The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates* |