

Canvas - Start of Semester Checklist

Use this checklist to prepare your Canvas course for the semester:

- ☐ **Find your courses.** To access your courses, please visit [Canvas Login](#) or [Canvas Login - secondary](#) to login. The Dashboard should display your current courses. Clicking on the [Courses](#) button in the purple Global Nav Menu will show you all current published and unpublished courses you are associated with. Clicking on the “all courses” link will show you all your Clemson courses, past and present.
- ☐ **Combine your sections.** Each course section has an individual site in Canvas. If you wish to combine, or crosslist, your sections, you may do so using the CrossList Assistant. Refer to the [crosslisting guide](#) for full details.
- ☐ **Copy previous course content.** You can import all or some of the content from another Canvas course. For instructions, see the [Canvas course import guide](#).
- ☐ **Easily update Assignment due dates.** Go to Assignments, then click on the 3 dot “snowman” button in the upper right. Select “Edit Assignment Dates” from the menu, and you can edit all of your Assignment due dates on one page. See [Bulk Update Due Dates](#) for more information.
- ☐ **Organize your content.** Check your course to make sure your content is where you want it to be. Some general tips:
 - ☐ [Simple Syllabus](#): Post your syllabus to Clemson's new Syllabus repository.
 - ☐ [Modules](#): Add your instructional materials here, organized by week, unit topic, chapter, etc.
- ☐ **Create a home page.** Make sure the first thing your learners see is welcoming and informative. We strongly encourage creating a custom page, but you can set your Syllabus or Modules as the Home Page, as well. Visit the [Canvas Guide to Home Pages](#) for more information.
- ☐ **Customize your course navigation.** Go to Settings and under the Navigation tab choose which menu items you want students to have access to. We recommended hiding “Files” and “Assignments.” Visit the [Canvas Guide to Course Navigation](#) for more information.
- ☐ **Publish individual content.** All content can be published or unpublished. If you are ready for students to view material, make sure they display the green published icon. If you are still working on content, you can leave it unpublished until ready. See the [Canvas Guide on Draft & Published States](#) for more information.
- ☐ **Publish the entire course.** On the course home, click the “Publish” button. Your course is now visible by your students. Note that you cannot unpublish a course once it contains a graded student submission.
- ☐ **Create an announcement.** Now that your course is published, it is a good time to let students know the course is available. For more information, visit the [Canvas Guide to Announcements](#).

Self-enroll in [ODLT's Faculty Resource Center](#) for further assistance and support.