




# Canvas Course Setup Checklist

This checklist will help you create a Canvas course that includes your files, assignments, discussions, quizzes, content pages, modules, a syllabus, announcements, rubrics for grading, conferences, student groups, and a gradebook.

Click underlined text links to read detailed instructions.

Content to Create:	Notes:
<b>File Imports and Organization</b>	
Get all files/content into Canvas where it can then be managed	
<input type="radio"/> <a href="#">Import individual files</a> (or <a href="#">.zip file</a> )	
<input type="radio"/> <a href="#">Create/arrange folders</a>	
<input type="radio"/> <a href="#">Arrange files in folders</a>	
<b>Course Customization</b>	
Create a clean and intuitive course; Add apps to facilitate course design	
<input type="radio"/> <a href="#">Customize course home page</a>	
<input type="radio"/> <a href="#">Customize course navigation</a>	
<input type="radio"/> <a href="#">Adjust course settings</a>	
<b>Assignments/Discussions/Quizzes</b>	
Create learning activities that allow you to assess student comprehension	
<input type="radio"/> <a href="#">Add assignments &amp; details</a>	<a href="#">more...</a>
<input type="radio"/> <a href="#">Add discussions &amp; details</a>	<a href="#">more...</a>
<input type="radio"/> Add quiz <a href="#">settings</a> & <a href="#">questions</a>	<a href="#">more...</a>
<input type="radio"/> <a href="#">Publish applicable content</a>	
<b>Pages</b>	
Create dynamic learning content on a free-form content page	
<input type="radio"/> <a href="#">Learn about content pages</a>	
<input type="radio"/> <a href="#">Create content pages</a>	<a href="#">more...</a>

**Content to Create:****Notes:**

<b>Modules</b> 	Organize course content and create an intuitive workflow for students
<input type="radio"/> <a href="#">Create modules</a> + <a href="#">add content</a>	
<input type="radio"/> <a href="#">Reorder modules</a> + <a href="#">content</a>	
<input type="radio"/> <a href="#">Add prerequisites</a> + <a href="#">requirements</a>	
<input type="radio"/> <a href="#">Publish applicable modules</a>	<a href="#">more...</a>
<b>Syllabus</b>	Display course expectations and institutional policies
<input type="radio"/> <a href="#">Learn more about the syllabus</a>	
<input type="radio"/> <a href="#">Add syllabus content</a>	
<b>Announcements</b>	Communicate with students to keep them interested, informed and involved
<input type="radio"/> <a href="#">Learn how to use announcements</a>	
<input type="radio"/> <a href="#">Create and delay announcements</a>	<a href="#">more...</a>
<b>Rubrics</b>	Clearly define assignment expectations and simplify grading student work
<input type="radio"/> <a href="#">Create rubrics for your course</a>	
<input type="radio"/> <a href="#">Add rubrics to assignments</a> - - - - -	<a href="#">Assignments</a> , <a href="#">Discussions</a> , <a href="#">Quizzes</a>
<input type="radio"/> <a href="#">Set up free-form responses if desired</a>	
<b>Conferences</b>	Set up conferences to have virtual meetings with students
<input type="radio"/> <a href="#">Learn how to use conferences</a>	
<input type="radio"/> <a href="#">Create a conference</a>	
<b>Groups</b>	Allow students to work on assignments, and discussions or even study together
<input type="radio"/> <a href="#">Learn about student groups</a>	
<input type="radio"/> <a href="#">Create a set of course groups</a>	
<input type="radio"/> <a href="#">Manually arrange students</a>	<a href="#">more...</a>
<b>Gradebook</b>	Ensure all assignments are ready for grading
<input type="radio"/> <a href="#">Mute assignments if desired</a>	
<input type="radio"/> <a href="#">Arrange/sort gradebook as desired</a>	<a href="#">more...</a>
<b>Calendar</b>	Ensure all events and assignments occur on the appropriate dates
<input type="radio"/> <a href="#">Adjust event/assignment dates</a>	