Getting Started Canvas Checklist

This Canvas checklist is a step-by-step guide for prepping a Canvas course before a new semester starts. Linked items will take you to the Canvas Community Resource Guides to provide more in-depth information.

If you ever feel lost during this process, contact Canvas support for help by clicking on the “Help” Button.

1. Accessing Canvas
   a. Canvas can be accessed at https://canvas.sf.edu or through MyCougar Connection under Academic Toolkit > Faculty Tools.

2. If prompted, use your standard USF login to access Canvas. Below is your Canvas landing page - “The Dashboard”
3. Assess your course list to make sure you have access to the appropriate courses. To do this, click on “Courses” in the left-hand navigation bar and then select “All Courses”.

4. Once in “All Courses” you can scan the courses you are enrolled in and see your role in each course. Make sure you are enrolled in all appropriate courses. If you are not, contact your program chair/director.
   a. From the “All Courses” menu you can also “favorite” the courses you wish to see on your dashboard by clicking on the star next to a course.
   b. You cannot favorite a concluded course.

5. Now it is time to start working on your individual course. Go back to your Dashboard by clicking on the Dashboard button on the left-hand global navigation bar and select the course that you wish to work in.
6. **If this is your first time** in Canvas, click on “Modules” or “Learning Modules” upon entering the course. Proceed to the “Canvas Faculty Orientation”. This is available in every course.

7. Once you are in your course and have some familiarity with Canvas, there are two paths to take.
   a. **Importing content into your course** (Follow 7.A and move to Step-8)
   b. Building your course from scratch (Move directly to Step-8)

7.1A. Importing Course Content – Go to Settings in the left-hand toolbar and find “Import Course Content” on the right-hand toolbar. Click on “Import Course Content”.
7.2A. Choose the content that you want to import. If the course was migrated from BlackBoard, you can search for the course and find it in Canvas.

   a. You can choose to import all course content or specific course content.
      i. If you choose “specific course content”, then you will make the selection after clicking “Import”.
   b. You can also try to adjust all the due dates by providing the old course’s start and end date and the new term’s start and end date.

7.3A. Your import will load and upon completion will be accessible in your new Canvas course. If you import content that is already in your course, Canvas will number the duplicates. The new content stacks on top of the existing content. It does not replace it. When you see the green “Completed” button your content is imported.

8. Editing your course Content.
   a. Click on the “Customizing your Course” module and complete the steps in the module. It is suggested to complete all steps but to hold off publishing your course until you are completely ready for students to see your course content. Publishing your course should be the last thing you do.
9. Edit your due dates and arrange your content.
   a. To rearrange content in Canvas, you can drag and drop by clicking and holding onto the parallel dots.
   b. View the due dates on your module page. You can edit the due dates by clicking the assignment and hitting the “Edit” button.

10. Set your grading scheme. Go to “Settings” and make sure the box for “Enable course grading scheme” is checked. This box must be checked in order for your grades to be imported into Jenzabar at the end of the semester. Click on “View Grading Scheme” to change the default USF grading scheme if that is applicable to your class. The default grading scheme is based on the grading scheme in the USF catalog. [Learn more here](#).
11. Check your gradebook. Make sure all assignments are represented in their own column.
   a. You will need to create assignments with “No submission” for assignments where students hand in papers. You cannot add columns in the gradebook. [Learn more here.](#)
12. Check your grade weights. In Canvas, you can create different assignment groups and weight them to your liking. Click on the 3 dots button and then “Assignment Groups Weights” to assign weighted percentages. Learn more here.

13. Outcomes and Rubrics: Click on “Outcomes” in the left-hand toolbar to create/import outcomes and manage rubrics.
   1. Click on the +Outcome button to add a course outcome.
   2. Click on the “Find” button to import a program/institutional outcome to your course.
   3. Click on “Manage Rubrics” in order to create/import rubrics in your course. You can also do this when you create an assignment.
14. Final steps - If your course needs cross-listed (parent-child courses) submit a help desk ticket to TLS before continuing on to the next step).

   a. Edit your homepage - further details in the “Customize your course” module
   b. Click on “Student View” and view your content from the perspective of your students
      i. Be aware of published and unpublished modules
   c. Publish your course
      i. Publishing your course will make it visible to students.
      ii. It is recommended to make your course available to students one week prior to the semester start.
         Learn more here.