Getting Started Canvas Checklist – Virtual Campus

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”.

![Courses](image1)

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 director/dept. chair/course coordinator.
   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.

![Courses](image2)

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 by clicking on it.
6. **If this is your first time** in Canvas, click on “Modules” or “Learning Modules” upon entering a course. Proceed to the “Canvas Faculty Orientation”. This is available in every course.

7. **Complete the “Customizing Your Course Module”**
8. Locked content. Certain content in your Virtual Campus Course may be locked meaning that it is not able to be edited by you the course instructor. Certain settings of the content may be open to edit even if you cannot change the content itself such as due dates/points. Contact your course coordinator/subject matter expert if you see a change that needs to be made. They will be able to edit the content and then sync the change with your course through the Course Blueprint.

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 on the assignment and hitting the “Edit” button.
10. Click on the “Canvas Orientation” module. Check the “Canvas Orientation” link. If it does not take you to the Canvas Student Orientation or the Canvas Student Orientation enrollment page replace the link with https://canvas.sf.edu/enroll/3BAHWK . This should be resolved by Fall 2018.

Canvas Orientation

Overview

Before you begin accessing materials within your course, we recommend that you complete the Canvas Orientation. This orientation covers topics such as Getting Started, Submitting Assignments, Checking Grades, and more.

Access

Canvas Orientation

Clients in a new browser tab

11. Check your gradebook. Make sure all assignments on syllabus are represented in their own column. 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. Grading scheme 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.
14. **Outcomes** and **Rubrics**: Click on “Outcomes” in the left-hand toolbar to create/import outcomes and manage rubrics. Outcomes will need not be carried over from Blueprint.

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.
15. 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. Virtual Campus courses must be published one week prior to the semester start. Learn more here.