CANVAS COURSE CHECKLIST

JOHNSON COUNTY COMMUNITY COLLEGE

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See blogs.jccc.edu/canvas/canvas-course-checklist for more details about each checklist item along with a few examples

SEVERAL WEEKS BEFORE

☐ Review Best Practices and Expectations
☐ Merge course sections (if applicable)
☐ Import content into Canvas
☐ Review & update the following in Canvas:
  ☐ Syllabus
  ☐ Course settings
  ☐ Navigation structure
  ☐ Calendar
  ☐ Modules
  ☐ Assignment pages
  ☐ Gradebook
  ☐ Personal notifications
☐ Hide select class materials from student view in Canvas (optional)
☐ Review & revise online course materials

ONE WEEK BEFORE COURSE BEGINS

☐ Publish course
☐ Publish orientation materials
☐ Send "Welcome" announcement

FIRST WEEK

☐ Post "personal introduction"
☐ Review class introductions
☐ Summarize students' postings
☐ Contact students who haven't accessed the course
☐ Submit to My JCCC Student Attendance

DAILY

☐ Monitor class discussions
☐ Monitor JCCC email and Canvas Inbox

WEEKLY

☐ Post weekly announcement
☐ Grade assignments
☐ Summarize discussions
☐ Hold office hours (optional)
☐ Update class calendar if necessary

2 WEEKS BEFORE SEMESTER ENDS

☐ Encourage students to participate in JCCC course evaluations

LAST DAY

☐ Post end-of-class announcement
☐ Remind students to download/print any work they'd like to keep
☐ Post final grades in My JCCC
☐ Review & revise course materials for future offerings