





Beginning of the Semester Checklist for Instructors



This checklist can be used at the beginning of the semester to make sure your Canvas course is ready for students and optimized for learning! Items are recommended and you will find expert tips by looking for the  throughout the document. For more assistance with any of these recommendations, make an appointment with the [Academic Technology Applications and Design](#) team.

Completed	Recommended Practice
	<p>Send a welcome email to students using UCDAccess prior to the start of the semester. Send a welcome email to students by logging into UCDAccess and selecting to email your course roster. Send important information like the first meeting date, time, and location and any textbooks that should be purchased prior to the start of class. Note: Students cannot receive communication from Canvas or see the course until the course is published and the start date has passed. See checklist items below.</p> <p> Make your syllabus in Canvas public and share the link in your welcome email to students.</p>
	<p>Copy content into your course from a previous semester. Use the content from a previous semester to get a jumpstart on your course by importing content.</p>
	<p>Update your syllabus using the syllabus tool in your course menu. The course summary will generate automatically based on course assignments and course calendar events.</p>
	<p>Simplify your course navigation and remove unused or unnecessary course menu items.</p> <p> Use modules to lay out your course content in weeks and hide files and assignments, which doesn't provide structure for students.</p>
	<p>Add our Student Guide to Canvas. Some students may be new to Canvas. Share our Student Guide to Canvas and encourage students to set up their profile, notifications, and Namecoach profile.</p> <p> Make sure your Namecoach profile is set up by going to your Account in Canvas and clicking "Namecoach Profile."</p>

	<p>Set up your Zoom meeting link. If you are hosting remote classes or remote office hours, set up a Zoom link for your class (ucdenver.zoom.us). Post it as an announcement and in the syllabus for students to easily find.</p> <p>💡 You don't have to set up a different Zoom link for every class. Create one Zoom link and use it for every class and your office hours as well. That way your students always know where to find you!</p>
	<p>Try your course as a student. Use student view to test out your course navigation and access. See the course as your students see it.</p>
	<p>Check your Course Start/End Dates. Review your course settings including the course start and end dates. These dates are pulled from CUSIS, but you can adjust them, if needed.</p>
	<p>Check the Student Roster. Click on the People tab in Canvas and compare the roster against UCDAccess. Report any issues to the OIT Service Desk at 303.724.4357 or oit-servicedesk@ucdenver.edu.</p>
	<p>Publish Your Course. Make sure to publish your course before the first day of the semester.</p>
	<p>Save our End of Semester Checklist. Was this checklist useful? We have a similar list to make sure you end the semester as strong as you started!</p> <p>End of Semester Checklist</p>