

# canvas checklist

## Home Page

- Check Welcome Message

## Syllabus

- Add syllabus
- Make sure syllabus link is set to preview inline

## Modules

- Fill in Course Overview
- Check About Your Instructor (esp. office hours)
- Check the modules and their components are published
- Add Quizzes
- Add publisher integrations (Cengage, McGraw Hill, etc)
- Add external tool integrations (FLIP)
- Check prerequisites and locked until dates

## Assignments

- Input due dates
- Check point values
- Check weights
- If you have publisher assignments, add them
- Add Turnitin setting (if needed)
- Check rubrics attached to assignments
- Check for duplicates

## Quizzes

- Import question banks using QTI link
- Create quizzes
- If quizzes imported, then check point values

flip →

## Discussions

- Check settings (Is it graded? Students must post before seeing replies? etc.)
- Check point values
- Enter due dates
- Check rubrics

## Pages

- Check all links
- Check all resources

## Reminders

- Modules that are unpublished, but have elements that are published will not be visible to students
- Make sure your course is copyrighted by checking settings

*thank-you*

**if you have any questions, contact the TLPEC at  
tlpec@csc.edu**

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**Migration performed by:**



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