

ARE YOU READY TO PUBLISH YOUR CANVAS COURSE?

Instructional Innovation Center
 116 Lewis Center
 Orange Coast College



COURSE INFORMATION

Course name:	CRN (5 digit #):	Semester & Year:	Course Assistant(s):
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COURSE CHECKLIST

CATEGORY	<input checked="" type="checkbox"/>	STEPS	NOTES
	<input type="checkbox"/>	Verify all links in the course are working. Use the LINK VALIDATOR found in SETTINGS	
	<input type="checkbox"/>	Confirm that the most recent syllabus version is included.	
	<input type="checkbox"/>	Have you included necessary rubrics with assignments?	
	<input type="checkbox"/>	Verify that all assignments include complete directions.	
GRADES	<input type="checkbox"/>	ASSIGNMENT GROUPS have been created.	
	<input type="checkbox"/>	ASSIGNMENT GROUPS are weighted as described in the syllabus	
	<input type="checkbox"/>	The GRADING SCHEME has been created.	
	<input type="checkbox"/>	All assignments are PUBLISHED .	
	<input type="checkbox"/>	Assignments, discussions or quizzes have been added to Modules .	
	<input type="checkbox"/>	All assignments have a due date and a point value.	
	<input type="checkbox"/>	Publish the Modules that you want students to see. Students cannot see content of an unpublished module.	
COURSE CONTENT	<input type="checkbox"/>	Finalize all course materials. Confirm that all required content has been added	
CALENDAR	<input type="checkbox"/>	Verify that the Course Calendar show the correct assignment due dates.	
	<input type="checkbox"/>	Add events to Calendar reminding students of important due dates or tests.	
	<input type="checkbox"/>	If needed, use the Calendar SCHEDULER to post office hours for student sign-up.	
HOME PAGE	<input type="checkbox"/>	Check content to include course title, course number, dates/times the course meets, location, course description, instructor name, instructor title, instructor contact information, instructor bio, office hours, textbook purchasing information.	

CATEGORY	<input checked="" type="checkbox"/>	STEPS	NOTES
	<input type="checkbox"/>	Send a Welcome message via Inbox explaining how students can locate courses in Canvas.	Course must be published to email students.
	<input type="checkbox"/>	Add a Welcome video message on Home Page.	
	<input type="checkbox"/>	Create an announcement informing students what they should accomplish before the course begins.	Mark announcements “Closed for Comments.”
	<input type="checkbox"/>	Include response time for grading & communication.	
	<input type="checkbox"/>	Explain feedback method.	
	<input type="checkbox"/>	State expectations for student participation.	
STUDENT SUPPORT	<input type="checkbox"/>	Include links to Getting Started in Canvas for Students	
	<input type="checkbox"/>	Include student Help Desk information. OCC Phone Help: (M-F, 8-5PM) 714 432 6888; 714 432 5542 Canvas Direct 25/7 Phone Help: 844-603-4261	Submit a Help Ticket: http://orangecoastcollege.edu/support
	<input type="checkbox"/>	Include external links on How to Be an Online Student .	
COURSE NAVIGATION	<input type="checkbox"/>	Check your course navigation links. Consider using Home, Modules, Announcements, People, Grades, Attendance	
	<input type="checkbox"/>	Setup your Dashboard showing only your favorited courses.	
GROUPS	<input type="checkbox"/>	Create or edit Discussion Groups .	
FINAL PREP	<input type="checkbox"/>	Edit Course Details under Settings: allow attachments in Discussion, hide grade distribution from students or disable comments on announcements	
	<input type="checkbox"/>	Update or Edit your personal profile	
	<input type="checkbox"/>	Preview your course through Student View .	
	<input type="checkbox"/>	Verify your course roster under People .	
	<input type="checkbox"/>	Publish quizzes –check access and start dates	
	<input type="checkbox"/>	Publish course- students can access the course on the 1st Monday of the term, unless you opt to set it to open earlier.	CAUTION! Do not accept online assignments before the official opening date.