



## 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! The items in this checklist are recommended, but not required. The highlighted links will take you to more detailed guides to help you begin. For more assistance with these recommendations, [make an appointment with our team](#).

Completed?	Recommended Practice
	<p><b>Send a welcome email to students using UCDAccess prior to the start of the semester.</b> 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><i>M</i> <a href="#">Make your syllabus in Canvas public</a> and share the link in your welcome email to students.</p>
	<p><b>Copy content into your course from a previous semester.</b> Use the content from a previous semester to get a jumpstart on your course by <a href="#">importing content</a>.</p>
	<p><b><a href="#">Create a course homepage</a> or make your <a href="#">recent announcements your course homepage</a></b> These homepage recommendations help your students familiarize themselves with your course and/or find the most recent announcements each time they enter your course.</p>
	<p><b>Update your syllabus</b> using the <a href="#">syllabus tool</a> in your course menu. The course summary will generate automatically based on course assignments and course calendar events.</p>
	<p><b><a href="#">Simplify your course navigation</a> and <a href="#">remove unused</a></b> or unnecessary course menu items.</p> <p><i>U</i> Use modules to lay out your course content in weeks and hide files and assignments, which doesn't provide structure for students.</p>



## Division for Teaching Innovation and Program Strategy

UNIVERSITY OF COLORADO DENVER

### **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.

✓ Make sure your Namecoach profile is set up by going to your Account in Canvas and clicking “Namecoach Profile.”



Completed?	Recommended Practice
	<p><b>Set up your Zoom meeting link.</b> If you are hosting remote classes or remote office hours, set up a Zoom link for your class (<a href="https://ucdenver.zoom.us">ucdenver.zoom.us</a>). Post it as an announcement and in the syllabus for students to easily find.</p> <p>Y 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><b>Try your course as a student.</b> Use <a href="#">student view</a> to test out your course navigation and access. See the course as your students see it.</p>
	<p><b>Check your Course Start/End Dates.</b> Review your course settings including the <a href="#">course start and end dates</a>. These dates are pulled from CUSIS, but you can adjust them, if needed.</p>
	<p><b>Check the Student Roster.</b> 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 <a href="mailto:oit-servicedesk@ucdenver.edu">oit-servicedesk@ucdenver.edu</a>.</p>
	<p><b>Publish Your Course.</b> Make sure to <a href="#">publish</a> your course before the first day of the semester.</p>
	<p><b>Save our End of Semester Checklist.</b> Was this checklist useful? We have a similar list on our <a href="#">Resources page</a> to make sure you end the semester as strong as you started!</p>