ECU Canvas Semester Essentials

These checklists are originally created by the Training Services Department at Instructure and have been modified by the ECU Canvas support team.

canvas.ecu.edu

Beginning of Semester

+ Merge (Cross-list) Courses

Cross-listing allows you to **merge** & teach sections of the same course in one location.

Understand Course Modules

Modules are the recommended way to organize/present content to students.

Add Content to Modules

Adding files, pages, assignments, discussions, & quizzes to your modules.

Add Syllabus

Add the current syllabus to your course.

»Tip: Add it to the Course Syllabus tool, as a File link, on a Course Page, etc.

✿ Customize Course Detail Settings

Be aware of options in Course Details >>Course Settings.

»Tip: Don't forget to select Update Course Details after changing settings.

◁ Simplify Course Navigation

Hide unused course navigation links.

»Tip: The fewer links the better.

◉ Publish Course and Content

Check visibility of files, pages and modules.

»Tip: Unpublish content you don't want students to view. Use **Student View** to verify content visibility.

⌂ Choose Home Page

Select a Home Page that fits your course. The Home Page can be changed at any time.

»Tip: Use visuals to engage students & incorporate important information.

🔔 Set Account Notifications

To ensure you receive communication, set your Notification Preferences and contact method.

» Tip: Remind & show students how to set their preferences.

End of Semester

▦ Verify Grades (If Applicable)

Verify grades if Canvas is the gradebook of record. Changes will affect student final grades.

»Tip: Verify that the Gradebook matches the grading policy.

»Tip: Turn missing entries to zeros through the late policy options.

»Tip: Check out more about Assignment Groups if using weighted grading categories.

More Canvas Resources

ECU fully transitions to Canvas for the fall 2020 semester.

Training Schedule

canvas.ecu.edu/instructors/training

⊘ Instructor Guides & Overview Videos

canvas.ecu.edu/instructors/guides

🎓 Student Guides & Overview Videos

canvas.ecu.edu/student-guides/

❓ 24/7 Help in Canvas

Use the Canvas Help icon to get instant help. Chat, call, or open a ticket.