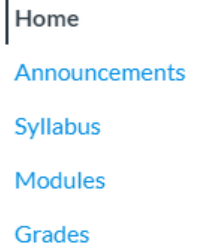


CANVAS: BEST PRACTICES CHECKLIST

Audience

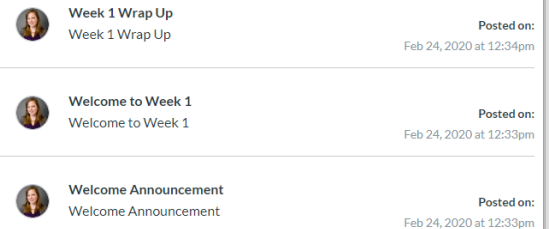
BEST PRACTICES

- BLUEPRINT: Are you using **Home, Announcements, Syllabus, Modules, Grades and Zoom** as your main navigation menu?



- BLUEPRINT: Are the **Last Three Announcements** you sent visible on the Home page?

Recent Announcements

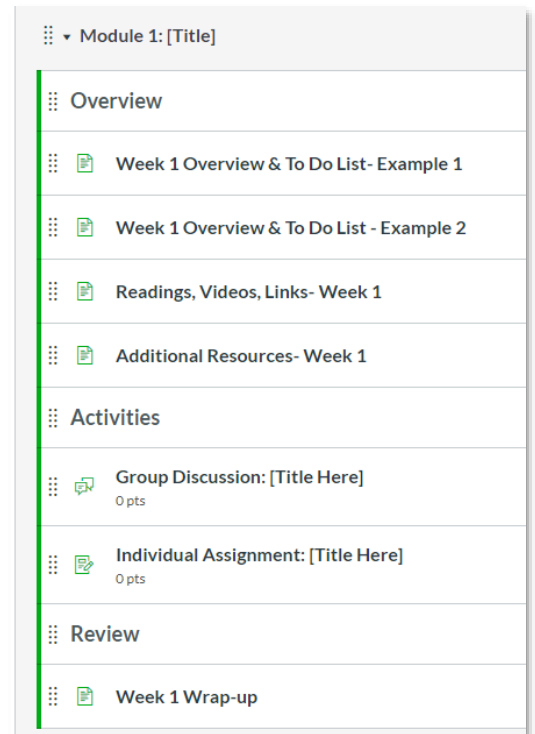
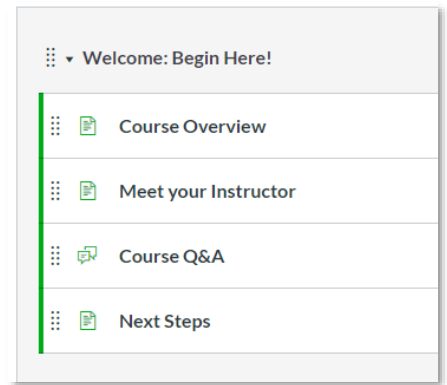


- BLUEPRINT: Are there links to **Institutional Policies & Resources, Tech requirements, Canvas Tutorial, Center for Student Success** on the Home page?



- Have you added an image to your **Course Card**?
- Do you have a **Course Welcome Announcement**?
- Do you have **Weekly Welcome and Wrap-up Announcements**?
- Do you have a **Syllabus** posted in the Syllabus tab?
 - Does your Syllabus include: learning objectives, policies for grading and late work, communication instructions, faculty contact info, office hours, faculty bio, course description, participation expectations, technology requirements, course textbooks, reading lists, and course materials?
- Do you have a **Course Schedule** posted in the Syllabus tab?

- Does your Module tab start with a **Begin Here Module** that contains Course Overview, Meet your Instructor, and Next Steps?
- Are your modules **organized by week or learning unit**?
- Is related content compiled within one **Page** per module (e.g., readings, videos, links)?
- Have you used **Module Headers** to guide students through course content (Overview, Activities, Review)?
- Are you using a naming convention that **Communicates Meaning through Topics** for modules, files, and pages? (e.g., Week 8: Introduction to Chemical Reactions)
- Have you **Embedded External Tools** (Panopto, Zoom, etc.) within a module or page?
- Have you included detailed **Instructions and Guidelines** for completing assignments and discussions?
- Have you included **Due Dates** on all graded assignments?
- Have you set-up **Rubrics** for every graded assignment?
- Have you used **Accessible Formatting** for all documents (Word, Excel, PowerPoint, PDF)?
- Have you passed the **ADA Compliance Check** for every text box?
- Does every image have **Alt Text**?
- Have you included a **Transcript or Closed Captioning** for all audio and video materials?
- Are all your modules **Published** (content should be published at least one week in advance)?
 - Use dates, prerequisites, and requirements to manipulate when students can access Assignments, quizzes, and other course materials.
- Have you set-up a grading policy in your **Grade Book**?
- Are your grades weighted in the Assignment area?
- Are all your **Assignments** listed in the course, even those that will be completed outside of Canvas?
- Have you completed the **Link Validation** process?



CANVAS: BEST PRACTICES CHECKLIST

- Have you checked your course using **Student View**?

- Is your course **Published**?

EXEMPLARY PRACTICES

- Do you have a **Course Tour Video** or **Syllabus Scavenger Hunt/Quiz**?

- Does every module have an **Overview Page** with a to-do list and objectives?

- Does every module have a **Wrap-up Page** with a look ahead?

- Have you included a **Welcome/Let's Get Acquainted/Icebreaker Discussion/Assignment**?

- Have you included module **Prerequisites and Requirements**?

- Is there a **Banner** on your course's Home page?