2020

All Canvas Core Worksheets



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| **Canvas Course Design Checklist** |

This checklist will help you determine what content to include in your Canvas course. Not all of these steps may be applicable to your particular course. You can also import a [Basic Online Canvas Template](https://canvas.du.edu/courses/108829) by [using Canvas Commons](http://otl.du.edu/wp-content/uploads/2020/03/Canvas-Commons-Template-Import-Guide.pdf).

Click underlined text links to read detailed instructions.

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| **Content to Review:** | **Notes:** |

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| **Syllabus and** [**Homepage**](https://vimeo.com/showcase/6792718/video/72433450) | Display course expectations and institutional policies |
| [Edit syllabus content](http://guides.instructure.com/m/4152/l/41537) |  |
| [Edit homepage content](https://community.canvaslms.com/docs/DOC-13012-4152724499) |  |
| [**Modules**](https://vimeo.com/showcase/6792718/video/72433830) | Organize course content and create an intuitive workflow for students |
| [Create modules](https://community.canvaslms.com/docs/DOC-26322-how-do-i-add-a-module) |  |
| [Edit module names and settings as needed](https://community.canvaslms.com/docs/DOC-2814) |  |
| [Add content to modules](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| [Lock modules if desired](http://guides.instructure.com/m/4152/l/41432) |  |
| [Publish applicable modules](http://guides.instructure.com/m/4152/l/180497) and module content |  |
| [**Assignments**](https://vimeo.com/showcase/6792718/video/71970884) | Review each individual assignment |
| [Create assignments](https://guides.instructure.com/m/4152/l/67003-how-do-i-create-an-assignment) |  |
| [Add assignment instructions and details, including due dates](http://guides.instructure.com/m/4152/l/41285) |  |
| [Organize assignments by assignment group if desired](http://guides.instructure.com/m/4152/l/41291) |  |
| [Weight assignment groups if desired](http://guides.instructure.com/m/4152/l/67002) |  |
| [Publish applicable assignments](http://guides.instructure.com/m/4152/l/180493) |  |
| [Add assignments to modules if not already there](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| [**Pages**](https://vimeo.com/showcase/6792718/video/72307216) | Review each individual page |
| [Create pages](https://community.canvaslms.com/docs/DOC-26559-how-do-i-create-a-new-page-in-a-course) |  |
| [Add page content](https://community.canvaslms.com/docs/DOC-26404-how-do-i-edit-a-page-in-a-course) |  |
| [Publish applicable pages](https://community.canvaslms.com/docs/DOC-26424-how-do-i-publish-or-unpublish-a-page-as-an-instructor) |  |
| [Add pages to modules if not already there](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| [**Discussions**](https://vimeo.com/showcase/6792718/video/108385146) | Review each individual discussion |
| [Create discussions](https://community.canvaslms.com/docs/DOC-13016-4152724374) |  |
| [Add discussion prompts and instructions](http://guides.instructure.com/m/4152/l/49997) |  |
| [Adjust discussion details as needed, including due dates](https://community.canvaslms.com/docs/DOC-13962-4152810917) |  |
| [Organize discussions](http://guides.instructure.com/m/4152/l/76774) |  |
| [Publish applicable discussions](http://guides.instructure.com/m/4152/l/180495) |  |
| [Add discussions to modules if not already there](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| [**Quizzes**](https://vimeo.com/showcase/6792718/video/72004689) | Review each individual quiz |
| [Create quizzes and add quiz questions](http://guides.instructure.com/m/4152/l/41474) |  |
| [Adjust quiz settings as needed, including due dates](http://guides.instructure.com/m/4152/l/41475) |  |
| [Publish applicable quizzes](http://guides.instructure.com/m/4152/l/180620) |  |
| [Add quizzes to modules if not already there](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| [**Rubrics**](https://vimeo.com/showcase/6792718/video/133373847) | Clearly define assignment expectations |
| [Create rubrics for your course](http://guides.instructure.com/m/4152/l/86227) |  |
| Add rubrics to [Assignments](http://guides.instructure.com/m/4152/l/40072), [Discussions](http://guides.instructure.com/m/4152/l/40069), and [Quizzes](http://guides.instructure.com/m/4152/l/39720) |  |
| [**Gradebook**](https://vimeo.com/showcase/6792718/video/332005934) | Ensure all assignments are ready for grading |
| [Verify gradebook set-up](https://community.canvaslms.com/docs/DOC-26349-how-do-i-use-the-gradebook) |  |
| [Select a grade posting policy if desired](https://community.canvaslms.com/docs/DOC-26244-how-do-i-select-a-grade-posting-policy-for-a-course-in-the-gradebook) |  |
| [Arrange/sort gradebook as desired](https://community.canvaslms.com/docs/DOC-26466-how-do-i-arrange-columns-in-the-gradebook) |  |
| [**Files**](https://vimeo.com/showcase/6792718/video/71138019) | Get all files/content into Canvas where it can then be managed |
| [Manually import files](http://guides.instructure.com/m/4152/l/41383) (or [.zip](http://guides.instructure.com/m/4152/l/41385)) |  |
| [Create/arrange Files folders](http://guides.instructure.com/m/4152/l/56630) |  |
| [Arrange files in Files folders](http://guides.instructure.com/m/4152/l/41387) |  |
| [Add files to modules if not already there](https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-assignment-types-pages-and-files-as-module-items) |  |
| **Finalize Course** | Create a clean and intuitive course; Ensure necessary course content is available to students; Ensure students can access the course container |
| [Customize course navigation](http://guides.instructure.com/m/4152/l/57079) |  |
| [Test links](https://community.canvaslms.com/docs/DOC-5626) and file attachments |  |
| [Use student view to navigate class](http://guides.instructure.com/s/2204/m/4152/l/61153-how-do-i-open-student-view) |  |
| [Publish course container](http://guides.instructure.com/m/4152/l/57126-how-do-i-publish-my-course) |  |