

2-3 weeks before
quarter begins

**COURSE
PREP**

Finalize Course Design

**Transfer Content from
Previous Courses**

Reserve Materials

Prepare in Canvas

Setup Zoom

**Integrate some
new ed-tech!**

**Schedule time with OTL!
Drop-In Canvas Coaching
Course Review?
1-1 Support?**

Weeks 1 - 4

**GETTING
STARTED**

Syllabus & Intros

**Canvas: Functions
Check-in!**

**Engagement
Analytics**

Midterms Planning

**Need Support?
OTL!
Navigation
Assignments
Discussion Boards**

Weeks 4 - 8

**MIDWAY
CHECK-IN**

**Mid-Quarter
Student Survey!**

Midterms

Finals Planning

**Need Support?
OTL!
Engagement?
Teaching 2.0**

Week 9 &
Wrap-Up

**FINALS &
WRAP-UP**

Speedgrader

**Respondus
Lockdown?**

**Grading &
Feedback**

*Fostering innovation to
improve learning across the university*

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- **24/7 OTL Resources**
- **Book OTL 1-1 Support**
- **24/7 Canvas help, 1-855-712-9770**
- **24/7 Zoom help, 1.888.799.9666 ext 2**



BUILD A COURSE IN 4 WEEKS

Prepare & Build

4 Weeks to go...



- Transfer content from a previous course into new course (select specific content, do not copy Zoom sessions or assignments with due dates)
- Reserve e-reserves and add these materials in your Canvas course ([Guide to Reserves](#))
- Decide on a course structure (Import Canvas Template)
- Create a Home page
- Create Modules
- Organize your content
- Add syllabus to your course
- Ensure your comfort level with using all ed-tec tools (i.e. Zoom, Kaltura, Canvas applications, etc.)
- Contact the OTL for assistance

Setup Assessments & Activities

3 Weeks to go...



- Add assessments – quizzes, written assignments, online discussions
- Update late-assignment and attendance policies in your syllabus.
- Set up your gradebook (weighted grading and assignment groups)
- Set due dates for all assignments
- Check! All due dates are correct
- Contact the OTL for assistance

Ready to Go?

2 Weeks to go...



- Verify settings for group assignments (if applicable)
- Check that all course links work
- Adjust settings and course navigation
- View your course in "student view" to go through checking links and pages
- Publish your syllabus and major assignments
- Contact the OTL for assistance

Support & Follow-up

1 week to go...



- Checkout the OTL [Knowledge Base](#) or [Teaching Toolkit](#)
- Book **OTL 1-1 Support** if needed
- Publish your course!