



# GET STARTED WITH CANVAS



The Start-of-Semester Checklist includes required and optional items to accomplish before the start of the semester. Depending on your course format (online or in person), you may not need some items detailed below.

## CREATE YOUR COURSE

- ☐ Most courses are [automatically created in Canvas](#). To view your courses, log in to <https://canvas.colorado.edu>. To combine or modify Canvas courses, follow the [Canvas - Request Course Changes tutorial](#) to submit your request.

## LEARN CANVAS BASICS

- ☐ Visit the [OIT Academic Technology Training page](#) for live and on-demand trainings. OIT offers live trainings at the start and end of each semester; on-demand trainings are available year-round.
- ☐ **New to Canvas?** Try the [Teaching with Canvas on-demand training](#) for basic Canvas information. Tutorials for [Assignments and Grading](#) and [Administering Quizzes and Exams](#) are also helpful.
- ☐ Explore sample [CU Boulder Canvas courses](#) that effectively use Canvas and Cidi Labs Design Tools. Users will need to log in to Canvas to access the sample courses.
- ☐ Consult the [Digital Accessibility Office resource page](#) to make sure your course is designed accessibly.

## ADD CONTENT TO CANVAS

- ☐ Upload or import content into a Canvas course:
  - Use the **Files** link on the course navigation menu to [upload documents to your Canvas course](#).
  - On the homepage, select **Import Existing Content** to [copy content from a CU Boulder course](#), or [import an external Canvas course](#).
  - You can add content at any time before or during the semester.
- ☐ Use [Modules](#) to organize your course content. [Create multiple modules](#) to organize content items by week (the most popular student request) or content type.
- ☐ [Choose a Home Page](#) where students will land when they access your course. By default, your home page is set to Modules, but you can change it to a custom page, your syllabus, the assignments list, or the course activity stream by navigating to your Home Page and then selecting **Choose Home Page**.
- ☐ Add your syllabus. Select **Syllabus** from the course navigation menu, then click the **Edit** button. Next, paste or upload the document into the Rich Content Editor and save by selecting **Update Syllabus**. [See additional information on the Syllabus tool](#).
- ☐ Create or check graded items (e.g., [assignments](#), [quizzes](#), [graded discussions](#)) and ensure the due dates and points possible are correct. Review the [Recommendations for Student-Centered Grading in Canvas](#).
- ☐ Organize graded items into [Assignment Groups](#). If you use final grade weighting, check that your assignment group weights match your syllabus.

## PUBLISH YOUR CANVAS COURSE

- ☐ [Validate course links](#) to confirm all internal and external links are functional.
- ☐ Preview the course with [Student View](#) to verify content is available or restricted appropriately.
- ☐ [Publish the Canvas course](#) and [check the start date](#) to give students access. The Canvas course must be published and the start date must pass before students can access the course.
- ☐ After publishing, let students know. Use [announcements](#) or [the inbox](#) to communicate with students enrolled in your course.