



Term Start Checklist

As you prepare your course for term start, we encourage you to use this checklist as a guide to ensure that you are on track for opening your course to students on the first day of classes. It is also recommended that you review the [Faculty Orientation to Canvas](#) to learn more about using the platform to deliver your courses. To learn more about managing elements of the online classroom, [visit our knowledge base](#).



6-8 Weeks Prior to Start of Semester

Course Copy

- A [request has been sent](#) for the course to be copied with the the source and destination specified (i.e., SU22 to FA22).

eReserves

- The [course reserves](#) have been requested from the library for all course readings.

Merged Sections

- A [request has been sent](#) to merge course sections, specifying the parent course (if desired/permited)

Textbook

- Textbook has been [confirmed and sent](#) to bookstore (if used)

2-4 Weeks Prior to Start of Semester

Refresh Course Site

- Unneeded content from previous semester has been removed and Files area is organized

Course Updates

- Module content has been reviewed and updated as needed

Office Hours & Course Meetings

- Course meetings have been set up either using [Zoom LTI tool](#) or with links shared elsewhere in the course site

Update Course Syllabus

- The course syllabus has been updated using the [AEFIS Course Syllabus tool](#)

Due Dates & Release Dates

- [Module locks](#) are updated to new dates (if used) and [assignment dates](#) have been updated

Gradebook

- All graded assignments are showing in the gradebook and the [Assignment Groups](#) have been set to weight grades (if used)

1 Week Prior to Start of Semester

Student Preview

- Course has been reviewed from [student perspective](#) to ensure only intended content is visible

Email Students

- A message has been sent to students [using SIS](#), to welcome them to the course

Groups

- [Groups](#) have been set up and are using distinct names so students can tell them apart from other groups on their global menu (if used)

Course Open

- The course has been Published so that students can now see it

Please note: All online courses will be Published to students by the first day of the semester if the instructor has not already made them available.

☎: (410) 514-3124

✉: cldtsupport@jhu.edu

[Center for Learning Design & Technology](#)