Term Start Checklist

As you prepare your course for term start, 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).

Merged Sections
☐ A request has been sent to merge course sections, specifying the parent course (if desired/permitted)

eReserves
☐ The course reserves have been requested from the library for all course readings.

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

Update Course Syllabus
☐ The course syllabus has been updated using the HelioCampus Course Syllabus tool

Course Updates
☐ Module content has been reviewed and updated as needed

Due Dates & Release Dates
☐ Module locks are updated to new dates (if used) and assignment dates have been updated

Office Hours & Course Meetings
☐ Course meetings have been set up either using Zoom LTI tool or with links shared elsewhere in the course site

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

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)

Email Students
☐ A message has been sent to students using SIS, to welcome them to the course

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.

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