

Canvas Start of Term Checklist for Faculty



Confirm Your Canvas Courses

[Login to Canvas](#) and make sure you have access to Canvas course sites for the courses you are assigned to teach. Your courses will automatically populate in Canvas along with students who are enrolled. Please contact the person in your department who is responsible for setting up the course master if any are missing or in error.



Add or Import Course Content

Canvas courses are empty at the beginning of each term. You can [import an existing course into a blank course in Canvas](#) or [create new content from scratch](#) (for on campus courses)



Check Links

Use the [Validate Links](#) tool to check that all the links in a course are working properly.



Update Assignment Due Dates

If you imported a course from a previous term, it's important to check that all the assignment dates are correct for the upcoming term. You can [adjust availability dates and due dates easily](#), as well as [add assignments and other important dates to your course calendar](#).



Set Module Availability Dates

Add [availability dates to your weekly modules](#) so students access course materials at the same pace.



Clean Up Course Navigation

Organizing the course sidebar makes navigating your course simple and more engaging for students. To [manage your course navigation links](#), go to **Settings > Navigation**, then drag and drop the links to reorder them. Remember to scroll to the very bottom of the page to **Save** your changes.



Publish Course Materials

Make sure all modules, assignments, and pages you want your students to see are [published](#). You can always see how your course looks by clicking the [View as Student](#) button.



Update Profile & Manage Notifications

Want to change how you receive course notifications? Make sure your notification and contact preferences are updated. [Edit your Canvas profile](#) or [change your profile settings](#), as well as [manage your notifications](#) to keep your info up to date.



Schedule Zoom Meetings

Zoom should already be a link in your course sidebar. You can click the link and [schedule Zoom meetings](#) right in your course.



Update Your Gradebook

Learn about the [Canvas Gradebook](#) and how to use a [weighted column from the Assignments area](#).



Check for ADA Accommodation Requests

Visit UML Disability Services [Guidelines for Faculty Teaching Students with Disabilities](#) page for the most up-to-date information. In Canvas, you might need to [add extra time to an exam for a student](#), or [design accessible pages with Canvas' rich content editor](#).

Canvas and Blackboard Support:

Undergrad, on-campus: BBhelp@uml.edu, 978-934-4357
GPS, online and graduate: onlinelearning@uml.edu, 1-800-480-3190
[UML Canvas Transition Information](#)

Don't forget to download the Canvas Teacher App, especially if you use an iPad:

[Download for Apple](#)
[Download for Android](#)

