

## Canvas Fall 2024 (Term 202510) Course Checklist

- Syllabus – Update with Canvas verbiage and upload to Syllabus Module.
- Home Page – Only update Welcome area. Do not delete any buttons. Can copy/paste from Welcome Page in Migrated Course.  
**IMPORTANT:** Font Text is 12 points.
- Start Here – Can copy/paste from Start Here in Migrated Course for Course Overview.
- Participation Requirement - update. If using a Participation Quiz - move out of the Start Here Module then copy from Migrated Course to Fall Course. You can also import to Fall and re-add.  
**IMPORTANT:** Do not delete Start Here Module. Do not copy from another course (will break the button links from the Home Page.)
- Start Here Module – review and update any other information. Make sure to delete any Instructions related to the Template (i.e. Instructor Note - Lorem ipsum dolor sit...)
- Start Here Module – delete “Discussion Course Q&A – if not going to use and delete from the Assignment Index.
- Review Content from Migrated Course. Should only need “Course Materials.”
- Move any of the following out of the “Course Materials” module (do not want to copy) – YuJa links, Publisher Links, other LTI’s – that you will need to redo in Canvas.
- Make a list of any quizzes/exams using Question Sets. Will need to redo in Canvas. Will not lose questions but will need to copy into Fall course as Question Banks to create Exams with Question Groups.
- Determine if using Course Materials (as Module in Migrated Course) format to copy from Fall 2023 into Fall 2024 course.
- Delete Template Module Layout (i.e. Modules 1-8) and associated Assignment Index graded items **before** copying Course Materials from Migrated Course.
- Copy Course Materials module from Migrated Course. Can create and move into Module format or leave as is.
- Update documents from “Blackboard” related text or reference to Canvas.
- Update Assignments to include “Turnitin” for Plagiarism Checking.
- Update due dates in Participation Requirement, Tests, Exams, Assignments, and Discussions.
- Review Grades link for Grade Book.