

# Semester Start Checklist



## Set Up Your Course

### Import Existing Content

- Instructors teaching a course for the first time should contact the department chair or course/program coordinator to obtain course content.
- Import content from a previous semester by viewing these guides on how to [import an entire course](#) OR [specific content](#).  
**NOTE: Be sure to check the box under the course name titled Include completed courses to see the full list of your past courses.**
- [Adjust due dates](#) during this process. View past semester dates on the [Semester Start and End Dates](#) with your UVU Google account.

### Creating New Course Content

- Review the OTL [Course Design webpage](#) for guidance on creating new course content.

## Ensure Your Course Copied Correctly

- Use the [Validate Links](#) tool to check the entire course for broken links.
- View assignments and pages with the [Student View](#) option to make sure they are not misformatted or missing content.
- Check due dates and [assignment group weights](#) (if applicable) to make sure the grades are not inflated or underinflated.
- Check that any [extra credit](#) in the course is being calculated correctly.
- Set announcements to [delay posting](#) for a future release and/or delete irrelevant announcements.

## Update Course Content

- [Edit Syllabus, Instructor Information, and Course Schedule](#) pages with current semester dates, preferred contact method and other information.
- Update textbook information including ISBN number.
- Organize and **remove old files** in the *Files* tab.
- [Lock files and folders](#) you do not want students to see. Be careful NOT to lock images or they will not display. Make sure any quiz answer keys in the files are locked.
- Create any [groups](#) in the people tab before attaching to the appropriate [group assignments](#).
- Add [peer-review assignments](#) and [peer-reviewed discussions](#), if you intend to use them.

## Accessibility

- All instructors are encouraged to complete the [Introduction to Accessibility](#) course to learn how to improve the accessibility of their course.
- Review other resources on the [University Accessibility webpage](#).

## Publish Course for Students

- Publish all individual content and modules that you want students to see, then click [Publish Course](#) so students are able to access the full course.  
**NOTE: Students cannot participate in your course until the term starts, even if you publish it early.**

## Send a Welcome Email to Students

- Send a welcome email to all your students from your [Canvas Conversations Inbox](#) or UVU email address.  
**NOTE: Canvas Conversations Inbox will become available only after the course is published.**

## Set Up Secure Exams

### Proctorio remote testing

- Enable [Proctorio](#) to allow your students to take remotely proctored Canvas exams.

### Classroom Testing Center

- Schedule your [UVU Classroom Testing Center](#) exams through [ChiTester](#) before the semester starts to ensure your desired dates are available.  
**NOTE: ChiTester due dates and exam passwords MUST match Canvas due dates and exam passwords.**  
**NOTE: Online and hybrid instructors may schedule exam dates three weeks before the semester begins.**
- For online courses, review the OTL [Exam Proctoring webpage](#) to learn how students may test securely outside of Utah County.

## Plagiarism Detection

- Enable [Unicheck](#), a fully integrated plagiarism checker into your Canvas assignments.

## Other Resources for Instructor and Student Success

### Microsoft Office Suite

- Get Microsoft Office 365 for free by clicking on the info button in the left-hand navigation in Canvas.
- Direct your students to the info button on Canvas for their free download.

## Canvas Skills for Faculty

- Click the [faculty registration link](#) for this repeatable online workshop to improve your Canvas skills comprising of 3 levels: basic, intermediate and advanced.

## Canvas Tour for Students

- Place the [Canvas Tour registration link](#) in your course for students to learn the basics of Canvas in a one-hour interactive orientation including practice activities.
- Create an assignment for students to submit their completion badge for credit. See the OTL Support Resources Module in Canvas Commons (found in the left-hand navigation in Canvas) for an example assignment.

## One Month Wellness Check-Up

- Add this tool to your course to gather early feedback from your students to identify intervention needs.
- Get instructions to add the tool from the [OTL One Month Wellness Dashboard](#). It is also included in the OTL Support Resources Module.

## OTL Support Resources Module

- Import this support module from Canvas Commons for important resources such as instructions on adding/removing LTI tools, Canvas Tour assignment, One Month Wellness Check up Tool, Get Help Tab, Identify your Testing Location Survey, and Support Email templates.

## Student Technical Support

- Add student technical support information to your course.
  - Canvas Live Help button
  - IT Service Desk webpage
  - servicedesk@uvu.edu
  - (801) 863-8888
  - Room BA-007

**For help with semester preparation please contact the Office of Teaching and Learning.  
Have a great semester!**



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