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 Accessibility webpage. Coming Soon

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 Canvas Tour for Students 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!