

## CET&L Pre-semester COVID-19 Canvas Course Checklist

Below is a checklist of items to review before making your Canvas course available to students. The aim of this checklist is to save you time once the semester begins. A well-organized and clear course gives you more time to focus on teaching rather than troubleshooting.

- [Upload your syllabus](#) to your Canvas course
- Include information on the format of your course:** synchronous (scheduled and regular virtual class meetings), asynchronous (no scheduled meeting times, students work independently on course content), face to face (meeting in person following UC guidelines for safe instruction), or hybrid (a combination of scheduled meeting times and independent learning)
  - If you are meeting synchronously online**, share instructions and a single link/call-in information to join your meeting in your Canvas course (e.g. [Zoom](#) or [WebEx](#))
- Include your office hours** and explicit instructions on how students can get questions and concerns addressed
- Check that due dates** for [assessments](#), [assignments](#), and [class events](#) for your course are in the [Canvas Calendar](#)
- Create a [video guide](#) or [announcement](#)** for your Canvas course that guides students through the course and shows them where to find key resources
- Check course for [broken links](#)**
- Review your course in [Student View](#)** to ensure everything you intend to be visible and accessible to students is published in the course
- [Publish your Canvas course](#)** and send a welcome [announcement](#) to students in advance of the first day of classes

For more teaching ideas:

- Visit** the [Excellence Online at UC Canvas Course](#);
- Visit** the [Center for the Enhancement of Teaching and Learning](#) website; or

For individualized support:

- Request** a [consultation](#) with CET&L. All consultations are confidential, and it is our mission to advance student learning by directly supporting all university instructors, regardless of appointment or rank.
- General questions and queries may be sent to [cetl@uc.edu](mailto:cetl@uc.edu).

For technical support:

- [Search the Canvas Guides](#)
- [24/7 Live Chat with Canvas Support](#)
- Contact** the [UC IT Service Desk](#) or call (513) 556-HELP (4357), and select option 3
- Search** the [Knowledge Base](#)
- Access** Canvas's [COVID-19 Resources](#)