

# Go Live Checklist - 10 Steps


The following checks are recommended in preparation for publishing your module before start of term.

- 1. Account Settings**
  - Click **Account**. Click **Profile**. Upload a profile picture
  - Click **Notifications**. Set your preferred notifications
- 2. Upload Course Card Image**
  - Click **Settings**, click **Upload Image** to upload a subject specific photographic image. Click **Update Course Details**
- 3. Uploading Files**
  - Click **Files** on the course Navigation. Create and name folders to suit your needs by clicking **+Folder**
  - Upload multiple files or one by one to Canvas (via drag & drop)
- 4. Welcome Information**
  - Use the template **Home** page to edit & complete the module welcome information
  - Remove all red & yellow guidance tips once finished
  - Module Handbook section: Link to your Module Handbook
- 5. Additional Template Pages**
  - Click **Modules**. In **'Introduction: Start Here'**, edit and amend the template pages to suit your needs
  - Remove all red & yellow guidance tips once finished
- 6. Build Module Structure: weekly/theme/topic**
  - To add additional Canvas modules to create the full structure of your course, click **+Module**, add and name multiple Canvas modules e.g. week 1-12, or topic 1-5 etc.

## 7. Assignment Groups & Weighting

- For the coursework element of your course, create as many assignment groups as you need, for example, *Essays, Presentation, Report* etc.
- Select weighting of each group. Total should equal 100%
- Place 1 piece of assessment into 1 group to achieve the correct weighting. If you decide to place multiple pieces of assessment into a group, remember points on an individual assignment will act as a sub-level of weighting

## 8. Set your Gradebook Policies

- Click **Grades** in the course navigation. Click the  cog icon on the right hand side
- Set your **Grade Posting Policy**. Choose automatic or manual posting. (This is set at a module level, but can be overridden at an individual assignment level.)
- You can set **Late Policies**, choosing to set deductions to missing and/or late submissions

## 9. Import content from Module Development Area to Academic Module 2019/20

- In your Academic Module for 2019/20, click **Settings**, click **Import Course Content**. Select **Copy Canvas Course**, search for your Module Development Area, click **All Content**, click **Import**

## 10. Publish/Unpublish Content

- Publish or unpublish all content for students by selecting the circle to reveal a green tick at the right hand side of each content item or module in the **Modules** view
- There are 3 levels of publishing acting as a hierarchy: Unit Level = individual content items e.g. content pages, quizzes etc. Module Level = individual weeks/topics/themes e.g. week 1, week 2, etc. Course Level = on the Home page. Publish the whole course to make content live and available to students