

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 to upload a profile picture.
- Click Notifications to set preferred Notifications.

2. Upload a Course Card Image:

- Upload a subject specific photographic image. Click Settings, Upload Image, Update Course Details.

3. Uploading Files:

- Click Files. Click +Folder to create a folder structure for all your course resources. Click Upload or drag & drop multiple files into Canvas.

4. Welcome Page:

- Update all sections of your Home page including a welcome video for your students. Link to module handbook. If you don't have a Welcome page, you can copy the new [QUB Welcome Page](#) template into your course from Canvas Commons.

5. Build Module Structure – week/theme/topic:

- Add Canvas modules to create a course structure. Click +Module to add sections e.g. week 1-12.
- Add additional resources and activities (discussions, quizzes etc) ensuring all content is accessible.
- Click Settings, Navigation tab, and update Course Navigation to show only features active in your course.

6. Accessibility:

- Ensure all videos are produced in a way that allows for the [automation](#) of closed captions and transcripts.
- Ensure [permissions](#) have been set correctly to allow students to view video content.
- In Canvas pages, use the accessibility checker in the Rich Content Editor to identify and fix common issues.

7. Assignment Groups & Weighting:

- For assessed elements, create as many [assignment groups](#) as required (e.g. Essay, Report, Exam)
- Assign weighting of these groups (total equal 100%)
- Create assignments to be marked out of 100 points.
- Place 1 piece of assessment into a group to achieve correct weighting.

8. Set your Gradebook/Course Policies:

- Set the [Grade posting policy](#) to 'manual.' Click Grades, click the Cog icon, click Grade Posting Policy tab, set to Manual. (This is at a course level, but can be overridden at an individual assignment level.)
- [Hide](#) the running total from students.

9. Import content to Academic Module 2020/21:

- In your Academic Module for 2020/21, click *settings*, *Import Course Content*. Select *Copy Canvas Course*, search for your *Module Development Area*, click *All Content*, click *Import*.
- If required, set up student groups, Turnitin assignments, amend course level discussion, announcement or other bespoke settings.
- On the home page click *View Course Notifications* on the right-hand side and amend.
- Run the Course Link Validator to check all links are active in your course. Click Settings, click Validate Links in Content, click button.
- Use Student View to review your course as a student.

10. Publish content:

- There are 3 levels of publishing that act as a hierarchy:
Unit Level = individual items (e.g. pages, quizzes etc)
Module Level = individual weeks/topics/themes
Course Level = on the Home page.
- Publish the whole course to make the course/content visible to students.

Quicklinks:

<https://go.qub.ac.uk/CanvasReady2020>

<https://go.qub.ac.uk/Training2020>

<https://go.qub.ac.uk/CourseDevelopment>

<https://go.qub.ac.uk/DigitalAccessibility>