# CANVAS READY?
## GO LIVE CHECKLIST AY22/23

The following checks are recommended in preparation for publishing your module

☐ ## Reset your Module Development Area (MDA) creating a blank space

**!** Make sure before you carry out the reset process that you are in the Module Development Area (MDA) and NOT in your live course which ran last semester which has students enrolled. **!**

☐ ## Copy Content from last year's Academic Module into your MDA

Now the MDA is blank, import last year's content to build upon. You can then prepare content and activities here as it is not visible to students.

☐ ## Create/Update the Welcome Page

The main function of the course homepage is to welcome learners and direct them to key areas of the course. The homepage should not be cluttered, all you need is a simple welcome message/video with key links included.

☐ ## Create a Learner Journey

In the 'Modules' area, use the red **+Module** button to create new weeks/themes/topics. Add accessible content, quizzes, discussions etc. to the modules you create."

☐ ## Consider Digital Accessibility Throughout

All videos need to be created in a way that allows for automated captioning (e.g. use MS Stream **+Stream** to automate the process). Check that video permissions will allow the new cohort of students to view them. Use the Canvas accessibility checker 🧍 when editing a page to fix common issues.

☐ ## Import new Learning Content into new Academic Module

Once the content is updated in the MDA, go to the new empty Academic Module for the coming term. In the '*Settings*' area select '*Import Course Content*' then '*Copy Canvas Course*'. Search for your MDA and import '*All Content*'. Create any required Student Groups and check dates of any time bound content imported.

☐ ## Create Assignment Groups & Assignments then set Weighting

In '*Assignments*' use **+Group** to add one group for each assessed piece of work. Use **+Assignment** to add **one** assignment to each group. Each assignment should be marked out of 100pts. Assign the required % weighting to each assignment group.

☐ ## Set the Gradebook/Course Policies

Within '*Grades*' in the settings cog ⚙ the '*Grade Posting Policy*' may be automatic i.e. set to post grades instantly. Select **manual** to post when desired. Adjust for individual assignments if needed. In the course '*Settings*' area check the box '*Hide totals in student grades summary*'.

☐ ## Publish the Course Content and Review

All 3 levels must be published before content in your course is viewable:
- Unit Level = publish the individual items e.g. pages, quizzes.
- Module Level = publish the weeks/topics/themes housing the items
- Course Level = publish the whole course (on the Home Page).

In '*Settings*', select '*Validate Links in Content*' to run a check on links. Use '*Student View*' to review the course.

For detailed instructions with step by step video guidance, go to the
**Canvas Course Set Up guide**: https://go.qub.ac.uk/CourseSetup

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