



Canvas Checklist

The purpose of this checklist is to ensure that the Canvas course has all the essential elements. The items outlined are helpful to identify once your course has been migrated or imported from BeachBoard to Canvas. **Please note these items are suggested and highly recommended to follow, but they are not required.**

Canvas Course Look and Feel	
Dashboard	Self-Check
<p>The Dashboard is the first page user will encounter once logged into the Canvas LMS. The Dashboard allows you to navigate through all your courses and helps you see what is happening in each class.</p> <p>Dashboard Overview</p>	<p>Confirm that:</p>
	<p>Courses are published</p> <p><input type="checkbox"/></p>
Homepage	Self-Check
<ul style="list-style-type: none"> The Homepage provides a visual representation of the course along with a brief course description or introduction. It can also provide clear instructions for students (e.g., where to begin) and quick and easy navigation to current content within the course. BeachBoard Vs. Canvas: In D2L by default a homepage is set for every course that contains course title, where the user can add widgets and News announcements. While In Canvas, the user has the option of selecting one of the following as the course homepage: <ul style="list-style-type: none"> Option 1: Course Activity Stream Option 2: Course Modules Option 3: Assignment List Option 4: Syllabus Option 5: Create a Page and use the page as course homepage. Essential Course Information <ul style="list-style-type: none"> Sidebar Announcements Calendar <p>Customizing your homepage</p>	<p>Confirm that:</p>
	<p>One of the five Homepage options is chosen.</p> <p><input type="checkbox"/></p>
	<p>Recent Announcements are visible to learners.</p> <p><input type="checkbox"/></p>
	<p>Essential course information is housed on the course homepage.</p> <p><input type="checkbox"/></p>
Navigation	Self-Check
<ul style="list-style-type: none"> The Course Navigation Menu is a series of links/tabs on the left side of the course that help the user and students access different course areas. With the use of the Settings tab course instructor can hide certain course links/tab reduce learners' confusion. Moreover, course instructor can arrange course links/tabs' order. 	<p>Confirm that:</p>
	<p>Unnecessary links are hidden.</p> <p><input type="checkbox"/></p>
	<p>Course Navigation has the desired order.</p> <p><input type="checkbox"/></p>



Canvas Course Content		
Pages	Self-Check	
<ul style="list-style-type: none"> Pages are HTML files where you can add content, educational Self-Check, and links to external and/or course Self-Check. Note that you can select any page to become a front page or course homepage. It will be ideal for the Pages tab to be hidden from students to avoid confusion since it is utilized on the back end. BeachBoard Vs. Canvas: Pages are the equivalent to the “description” or the “create a file” or a HTML file in BeachBoard. The front page <ul style="list-style-type: none"> Front page is a designation that lets you choose which page you want to use as your course home page. In BeachBoard, the course home page is the first thing your students will see when they enter your course, while in Canvas, the user will have to elect a page to be the front page. <p>Pages Overview (Embed code)</p>	Confirm that:	
	Course Pages are created.	<input type="checkbox"/>
	A page is set as the Front page.	<input type="checkbox"/>
	The pages tab is hidden. <input type="checkbox"/>	
Files	Self-Check	
<ul style="list-style-type: none"> Files is a link on your course menu that allows you to upload files (Word Documents, PDFS, PowerPoint files, etc.) into your course. Any uploaded file or migrated file from BB will stay under the Files. <ul style="list-style-type: none"> It is ideal to hide the File’s tab from students as well. <p>File’s overview</p>	Confirm that:	
	Course files are uploaded into the course	<input type="checkbox"/>
	The files are added to its associated module	<input type="checkbox"/>
	The files tab is hidden from student <input type="checkbox"/>	



Modules	Self-Check	
<ul style="list-style-type: none"> • Modules are an organizational tool that help instructors structure course content by day, week, unit, topic, or outcome. Modules help simplify student navigation through a course and ensure a sequential flow of content. • BeachBoard Vs. Canvas: Modules in Canvas have the same functionality as the Modules in BeachBoard. • Content to be housed in modules • Pre created content (Quizzes, discussions, assignments, pages ...) • Create/build on the spot • Prerequisites Module's overview 	Confirm that:	
	Module overview and module learning objectives are included.	<input type="checkbox"/>
	Module readings are added.	<input type="checkbox"/>
	Learning content and/or recorded videos are added.	<input type="checkbox"/>
	Module assessments are added and housed in their respective modules.	<input type="checkbox"/>
	The desired title (Weeks/Unites/Modules etc.) are clearly labeled.	<input type="checkbox"/>
Media	Self-Check	
The media tab in the course navigation houses that course's media.	Confirm that:	
	Course videos are published.	<input type="checkbox"/>
My Media	Self-Check	
My Media is a collection of all the videos you've recorded or uploaded with the Kaltura tools. This is your complete library of videos. It's associated with your Canvas account, but not with any course. Your students in each course cannot see what's in your My Media collection.	Confirm that:	
	Recorded lectures are uploaded to My Media.	<input type="checkbox"/>
	Recorded lectures are linked to the associated Module/week.	<input type="checkbox"/>
Syllabus	Self-Check	
The Syllabus page in Canvas allows you to communicate with	Confirm that:	



<p>your students about the course description and the activities you require them to complete throughout the course in chronological order. Syllabus Overview</p>	<p>The course summary displays the assignments in the course.</p>	<input type="checkbox"/>
<p>BlackBoard Ally</p>	<p>Self-Check</p>	
<p>Blackboard Ally is a tool that helps you make your course content in Canvas accessible to all users. It does this by automatically scanning course content and providing accessibility scores and feedback on how to improve the accessibility of the content. BlackBoard Ally Overview</p>	<p>Confirm that:</p>	
	<p>BlackBoard Ally Course Accessibility Report is visible on your course navigation menu.</p>	<input type="checkbox"/>
	<p>The course materials uploaded in the course are visible in the report.</p>	<input type="checkbox"/>



Canvas Course Assessments							
Assignments	Self-Check						
<ul style="list-style-type: none"> • Assignments can be used to challenge students' understanding and help assess competency by using a variety of media. The assignments include Quizzes, graded Discussions, and online submissions (i.e., files, images, text, URLs, etc.). The Assignments page shows students all the Assignments that will be expected of them and how many points each is worth. • BeachBoard Vs. Canvas: Assignments in Canvas is the equivalent of the Dropbox in BeachBoard. Students • There are a variety of options for submitting a file type to an assignment in Canvas. • Submission Types <ul style="list-style-type: none"> ○ Text (Rich text editor is available for students to type the text) ○ Media ○ Upload files (types of files) ○ OneDrive <p>Assignment Overview</p>	Confirm that: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Course assignments are created.</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Course assignments are housed in their associated modules/week/unites.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Grade points are assigned to the assignments.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Course assignments are created.	<input type="checkbox"/>	Course assignments are housed in their associated modules/week/unites.	<input type="checkbox"/>	Grade points are assigned to the assignments.	<input type="checkbox"/>
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Grade points are assigned to the assignments.	<input type="checkbox"/>						
Discussions	Self-Check						
<ul style="list-style-type: none"> • Discussions allow for interactive communication between two or more people; users can participate in a conversation with an entire class or group. This allows both instructors and students to start and contribute to as many discussion topics as desired. • BeachBoard Vs. Canvas: The discussion tool in Canvas is the same as the discussion in BeachBoard. In BeachBoard each discussion topic should be housed in a discussion Forum, while in Canvas the discussion forum does not exist, and topics live directly inside the Discussion tool. <p>Discussions Overview (Embed code)</p>	Confirm that: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Course discussion topics are created.</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>The date/time restrictions are set for each discussion topic.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Grade scores are assigned to each topic.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Course discussion topics are created.	<input type="checkbox"/>	The date/time restrictions are set for each discussion topic.	<input type="checkbox"/>	Grade scores are assigned to each topic.	<input type="checkbox"/>
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Grade scores are assigned to each topic.	<input type="checkbox"/>						
Quizzes	Self-Check						
<ul style="list-style-type: none"> • Quizzes are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded. • BeachBoard Vs. Canvas: The Question groups feature in Canvas is equivalent to the question banks or question pools in BeachBoard. 	Confirm that: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Quizzes/exams are fully populated.</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Point values have been assigned to each question.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Quizzes/exams are fully populated.	<input type="checkbox"/>	Point values have been assigned to each question.	<input type="checkbox"/>		
	Quizzes/exams are fully populated.	<input type="checkbox"/>					
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<p>Where the question group in Canvas lives within a quiz/exam but can be copied to other quizzes/exams in the LMS.</p> <ul style="list-style-type: none"> In Canvas the number of questions on a page cannot be limited to a designated number, quiz questions can be limited to either one question per page or the entire quiz's questions will be available to the learner. <p>New Quizzes Overview</p>	<p>The date/time restrictions are set for each quiz/exam.</p>	<input type="checkbox"/>
Grades		
<ul style="list-style-type: none"> The Grades function within Canvas allows you to maintain all your grades online. It provides a robust tool for tasks typically done in a spreadsheet application, making it possible to keep all grading online. To enter your grade book, click on the Grades button on the left side. BeachBoard Vs. Canvas: Grades in Canvas does not have the Gradebook feature that exists in BeachBoard. Therefore, there are no grades' categories in Canvas. The extra credit feature in Canvas LMS also requires a few steps, review how to add extra credit in the Canvas LMS. <p>Grades Overview</p>	Self-Check	
	<p>Confirm that:</p>	
	<p>All grade items are found in the grade.</p>	<input type="checkbox"/>
	<p>There are no grade item duplications.</p>	<input type="checkbox"/>
<p>Extra credit is added to the grades</p>	<input type="checkbox"/>	
Rubrics		
<ul style="list-style-type: none"> Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring. A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. BeachBoard Vs. Canvas: Rubrics in Canvas has the same functionality as the Rubrics in BeachBoard. <p>Rubric's Overview</p>	Self-Check	
	<p>Confirm that:</p>	
<p>The rubrics are populated and can be added to the assignments.</p>	<input type="checkbox"/>	
Proctoring		
<ul style="list-style-type: none"> Lockdown Browser/Monitor <ul style="list-style-type: none"> LockDown Browser is a custom browser that locks down the testing environment in Canvas. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. 	Self-Check	
	<p>Confirm that:</p>	
<p>Lockdown Browser is visible on your course navigation menu.</p>	<input type="checkbox"/>	



Canvas Course Communications		
Announcements	Self-Check	
<ul style="list-style-type: none"> Announcements is a tool in Canvas that allows instructors to post information and updates to all members of a course or a certain section of a course directly in Canvas. Students also receive an email notification when a new Announcement is posted. BeachBoard Vs. Canvas: The Announcement feature in Canvas is equivalent to the News in BeachBoard. Announcements Overview 	Confirm that:	
	The announcements are set and are in sequential order.	<input type="checkbox"/>
Collaboration	Self-Check	
<p>Canvas leverages collaborative technology to allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.</p> <p>Collaboration Overview</p>	Confirm that:	
	Collaboration is visible on your course navigation menu.	<input type="checkbox"/>

Students		
Attendance	Self-Check	
<p>Attendance is used for taking student participation in Canvas.</p>	Confirm that:	
	Attendance is used on the course	<input type="checkbox"/>
People	Self-Check	
<p>People are the course roster of enrollments. Students are automatically enrolled in Canvas. Student enrollments can be viewed by instructors via the People and Grades tabs in the left navigation of a Canvas course.</p> <p>People Overview</p>	Confirm that:	
	Students are enrolled in the course	<input type="checkbox"/>