















# Basic Course Setup Checklist

This checklist will help you create a Canvas course with all of your files, assignments, your syllabus and a gradebook. Click underlined text links to read detailed instructions. Click the video (  ) icon to watch a tutorial video.

Content to Create:	Notes:
<b>File Imports and Organization</b> <span style="float: right;">Get all files/content into Canvas where it can then be managed</span>	
<input type="radio"/> <a href="#">Import individual files</a> (or a <a href="#">.zip file</a> ) 	
<input type="radio"/> <a href="#">Create/arrange folders</a> 	
<input type="radio"/> <a href="#">Arrange files in folders</a> 	
<b>Course Customization</b> <span style="float: right;">Create a clean and intuitive course; Add apps to facilitate course design</span>	
<input type="radio"/> <a href="#">Customize course home page</a> 	
<input type="radio"/> <a href="#">Customize course navigation</a> 	
<input type="radio"/> <a href="#">Adjust course settings</a> 	
<input type="radio"/> <a href="#">Add relevant external (LTI) apps</a>	
<b>Assignments/Discussions/Quizzes</b>  <span style="float: right;">You may just create placeholders for these to create columns in the gradebook</span>	
<input type="radio"/> <a href="#">Add assignments &amp; details</a> 	
<input type="radio"/> <a href="#">Add discussions &amp; details</a> 	
<input type="radio"/> Add quiz <a href="#">settings</a>  & <a href="#">questions</a> 	
<input type="radio"/> <a href="#">Publish applicable content</a> 	
<b>Syllabus</b> <span style="float: right;">Display course expectations and institutional policies</span>	
<input type="radio"/> <a href="#">Learn more about the Canvas syllabus</a> 	
<input type="radio"/> <a href="#">Add syllabus content</a>	
<b>Gradebook</b> <span style="float: right;">It's automatically populated with all Assignments, Discussions, and Quizzes!</span>	
<input type="radio"/> <a href="#">Mute assignments if desired</a>	
<input type="radio"/> <a href="#">Arrange/sort gradebook as desired</a>	