Canvas Course Set-Up Check-

Import Content
Instructors are able to import their current courses in Blackboard into their new courses in canvas. View the Canvas Guide.

Course Clean-Up
If content was copied from Blackboard, it is recommended that unnecessary files are deleted and reorganized to allow easy navigation of content. View the Canvas Guide.

Select Navigation Links
Instructors may choose which links appear to students in the Course Navigation. All links are enabled by default. View the Canvas Guide.

Add Syllabus
Attach the course syllabus to the Syllabus page. The Assignment Summary is automatically created based on the assignments and events in the course. View the Canvas Guide.

Add Modules
Modules allow a course to be organized by weeks, units, or other topics. View the Canvas Guide.

Add Assignments
Instructors can either create the entire assignment (details and due dates) or create an assignment shell as a placeholder. View the Canvas Guide.

Add Quizzes
The Quizzes tool can be used for online quizzes and surveys, both graded and ungraded. View the Canvas Guide.

Add Additional Files
Files can be uploaded by dragging and dropping them into the course, up to 500 MB. View the Canvas Guide.

Choose a Home Page
The homepage can be set as the Assignment List, the Syllabus, Course Modules, the Pages Front Page, or the Course Activity Stream. View the Canvas Guide.

Add Calendar Events
A calendar event is a non-graded activity such as a guest speaker or spring break. View the Canvas Guide.

Add TAs to the Course
Instructors may add their TAs to their courses. The TAs will be able to edit the course as well as grade assignments. View the Canvas Guide.

Publish the Course
Once a course is ready for the students, it must be published in order to be visible to students. View the Canvas Guide.