# Start-of-Term Canvas Course Readiness Checklist (Instructors)

Canvas Help is providing this checklist to help you make sure your courses are ready for the first day of the term, whether they are web-enhanced, hybrid, or completely online.

## Checklist

1. **Content** is copied into each Canvas section you are using. (You can [copy from a previous term](https://community.canvaslms.com/docs/DOC-12935-415257077) to the upcoming term.)
2. Old **announcements** are [deleted](https://community.canvaslms.com/docs/DOC-10420-415250733), and a new welcome announcement is posted.
3. The **syllabus** is up-to-date (whether you are using the [left nav bar tool](https://community.canvaslms.com/docs/DOC-12831-415255577) or a file attachment).
4. Appropriate **dates** are set on all assignments/quizzes/discussions.
5. Content is **published** (remember to publish both the module and the items in the module).
6. [Content is organized within **Modules**](https://community.canvaslms.com/docs/DOC-10735-67952724476)**. (**Content that is solely available in "Pages" or "Files" is not accessible to learners that rely on screen-reader technology.)
7. **Unused items** are deleted or unpublished.
8. Unused tools on the **Course navigation** are [hidden from student view](https://community.canvaslms.com/docs/DOC-12933-415257079) (ex. Pages, Files, Outcomes, Conferences, etc. – available from “Settings Navigation”).
9. A [**Homepage** is set](https://community.canvaslms.com/docs/DOC-12784-415241445) (we recommend a Page you create with a welcome message, but you can use a direct link to modules as well). An example of a well thought out and informative homepage, effective syllabus and organized modules can be found here (<https://courses.sfcollege.edu/courses/336028>)

**Professional Development**

* CAT offers a wide variety of **workshops** each term. Check out the schedule: <http://apps.sfcollege.edu/calendar/month.php?category=42> If you don't see an offering that meets your needs we will be happy to do a Your Time, Your Topic workshop for your group.
* You can [register](https://apps.sfcollege.edu/profdev/login.php) for any of the above Professional Development workshops to save a seat.

**Contact Information**

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