

See blogs.jccc.edu/canvas/canvas-course-checklist for more details about each checklist item along with a few examples

SEVERAL WEEKS BEFORE

- Review Best Practices and Expectations
- Merge course sections (if applicable)
- Import content into Canvas
- Review & update the following in Canvas:
 - Syllabus
 - Course settings
 - Navigation structure
 - Calendar
 - Modules
 - Assignment pages
 - Gradebook
 - Personal notifications
- Hide select class materials from student view in Canvas (optional)
- Review & revise online course materials

ONE WEEK BEFORE COURSE BEGINS

- Publish course
- Publish orientation materials
- Send “Welcome” announcement

FIRST WEEK

- Post “personal introduction”
- Review class introductions
- Summarize students’ postings
- Contact students who haven’t accessed the course
- Submit to My JCCC Student Attendance

DAILY

- Monitor class discussions
- Monitor JCCC email and Canvas Inbox

WEEKLY

- Post weekly announcement
- Grade assignments
- Summarize discussions
- Hold office hours (optional)
- Update class calendar if necessary

2 WEEKS BEFORE SEMESTER ENDS

- Encourage students to participate in JCCC course evaluations

LAST DAY

- Post end-of-class announcement
- Remind students to download/print any work they’d like to keep
- Post final grades in My JCCC or in Canvas “Submit Grades to Banner”
- Review & revise course materials for future offerings