

Proofing Courses in Canvas Checklist

Homepages

- Please change “Moodle” to “Canvas.”
- Do the four blue buttons on the home page go to the right file or navigation link?
(Syllabus is the syllabus file, Assignments is Modules under course navigation, Announcements is Announcements under course navigation, Grades is under course navigation Grades.)
- Is the textbook and course description listed?
- Is the picture appropriate for the topic?

Syllabus Pages

- Does the blue button contain the correct syllabus?
- Is the course information (course title, number, etc) at the top of the page correct?
- Is the textbook and course description listed?

Modules

- Is there a place for instructor information?
- Are all files with the label Professor/Instructor only unpublished?
- Are the items in the modules indented to the right levels? (Welcome page, text headers, MIF Level 1 and everything else Level 2.)
- Is the Mandatory Introduction Forum (MIF) the last published item in the Welcome Module?
- Is the MIF a requirement to contribute to for the welcome module?
- Does the MIF have the Business Office presentation attached to it?
- Does the MIF have the following verbiage?

Please review the attached file from the Business Office about your students accounts and introduce yourself to the class. Include where you are from and your major/field of study.

Per the Online No Show Policy, students must complete the mandatory introduction forum by no later than the 9th day of class. Failure to do so will result in an automatic drop from the course.

- Is the welcome module a prerequisite to each week?
- Is the access restricted for online courses to open the Thursday prior to the week for weeks 1 through 7 and Tuesday before week 8 begins? (Like now, Professors can request to open weeks earlier.)
- Do the quizzes and assignments have point values assigned to them? If not, then the quiz setting most likely needs to be set to “graded quiz.” *Many of the quizzes migrated into Canvas as a practice quiz. The other thing I am seeing is that some are set as a content page. If you come across those quizzes or assignments, then please let me know and I will correct it. I have tried to catch them, but I am sure that some slipped past me.)*
- Is there a place for students to submit assignments?
- Do point values in the syllabus match assignments, discussion posts and quizzes’ point values in the modules? (This one has been hard to catch.)
- Is the course evaluation (in week eight) published? Does it have the following verbiage?

Please complete the end of course survey in Scholar.

NOTE: Your answers to these questions are Anonymous.

Navigation Options

- Are the following links in dark blue? Home, Announcements, Grades, Syllabus, Modules, Attendance (only for CAPP courses) and People. (Settings will stay in dark blue.)