Canvas@Cornell

Course Development Checklist	Canvas Tips
● **Add course introduction.** Course *Home Page* includes an introduction to the course and the instructor, and defines the structure of the course.	[Home Page](#) can feature a course banner with imagery that is relevant to subject/course materials.
● **Add course syllabus.** Include a course syllabus that features learning outcomes, expectations, course policies (including an inclusivity statement and guidelines encouraging digital citizenship), grading policy, and schedule.	A syllabus can be created using the [Canvas Syllabus Tool](#). Dated Events/Assignments added will automatically populate the [Calendar](#) and the [Syllabus Course Summary](#).
● **Consider the student experience.** Use Canvas features such as the *Home Page* (include links or buttons to relevant material), *Modules* (organize content into meaningful topics), and *External Tools* (e.g., Library Reserves, Piazza discussions, or Turnitin) to improve the student experience.	Use [Student View](#) to check what students will see once they enter the course, verify that content is presented in a logical way, and ensure that instructional materials are easy to find and access.
● **Communicate with students.** A range of tools in Canvas help facilitate communication between instructors and students: *Announcements, Discussions, Inbox Conversations, Syllabus, and Calendar.*	Utilize [Announcement Tool](#) to communicate any course updates, schedule changes, reminders of important course milestones.
● **Assess student learning.** Canvas offers a number of ways to assess student learning, including quizzes, discussions, and assignments.	Canvas' online grading tool [SpeedGrader](#) allows you to annotate student work and provide feedback in multiple formats, including text, audio, and video.
● **Track Student Progress.** Making sure that all graded assignments are listed in the *Canvas Gradebook* will help both instructors and students track learning progress.	[Rubrics](#) can be posted in assignments to help students improve their work.
● **Promote interactivity.** Canvas *Discussions, Collaborations,* and *Conferences* facilitate opportunities for students to engage and build a course community.	Along with Canvas-native interactivity tools, there are external tools, such as [Piazza](#) or [Zoom](#).
● **Check accessibility.** Verify that your course materials are accessible to all students. Consider [accessibility guidelines.](#)	Use [Accessibility Checker](#) when creating content in the Rich Content Editor in Canvas.
● **Publish Your Course.** You must **Publish** your course to make it available to students.	[Publishing](#) your course is a three-step process. You have to publish 1) the course, 2) the modules, and 3) the content within the modules.

Contact the Center for Teaching Innovation for more information on any of these topics.
https://teaching.cornell.edu/