K-State Online Canvas Start of Term Checklist

I. Course Setup

☐ Course Creation: Confirm your courses are available to you by signing in to K-State Online Canvas at https://canvas.ksu.edu. Once you’ve signed in, click on the Courses menu to view your courses.
  - Courses are created for the KSIS Instructor of Record. If you are teaching a course but do not see it listed, check with your department to verify that you are the Instructor of Record. Instructors can be added through the Roster in the People tool.
  - All courses are automatically created at the section level and via KSIS integration and populated with the enrollments. Drop/add will happen automatically. See the course schedule and details here.
  - Currently all courses with enrollments are being created. The process will be refined based on instructor feedback. Unused courses (unpublished courses with no items created or users added) will be deleted at the end of the term automatically. Contact the IT Help Desk to get courses removed before the end of the term.

☐ Combine Sections: If you want to combine sections to teach multiple sections as one course, use the K-State Online Cross-listing procedure.

☐ Set up Key Course Settings:
  - Set up your course navigation as needed via Settings > Navigation tab. Most tools are enabled by default in K-State Online Canvas. Disable tools you and your students will not use/do not need. Enable tools you or your students will need.
    - Tip: Remove the People tool from the student navigation. It allows students to message each other within the online course, and most instructors do not want to provide that option. Remove the Files tool from the student navigation. It has no ability for you to organize or present content. Use Modules for this instead.
    - Tip: The order listed in the Navigation tab is the order you and your students will see. Use drag and drop to rearrange the Navigation items you use into a useful order
  - Edit your Course Name Courses are automatically created with the course Name being ‘Long title (class number)’. An example would be ‘Assessment of Young Children (17543)’. The course number is set as the ‘short title’ so ECED 728 shows in the course level navigation. Some students and instructors refer to courses by course number, others by title and others by a colloquial name. You can edit your course name to best match you and your student’s needs.
  - Set custom Start or End dates in Settings > Course Details if you have course dates that do not follow the normal term schedule. You MUST check the ‘Users can only participate in the course between these dates’ box below the End date field.
    - Students gain access approximately 7 days before the scheduled first day of classes and retain access for approximately 7 days after the first day their grades are available in KSIS for the term.
  - Set your Grading Scheme – required for submitting final grades to KSIS.
  - Your course grading scheme is automatically set to a KSU standard scale (90=A; 80=B; 70=C; 60=D; 50=F) so you only need to change this if that scheme does not meet your needs.

II. Add Course Content

☐ Option 1: Import content from a template course or a previously taught version in Settings > Course Details. How to import content from another K-State Online Canvas course.

☐ Option 2: Begin uploading or creating new course content in K-State Online Canvas. Use the Files tool or Modules and start to upload and build your course as needed. If this is your first time using K-State Online Canvas, you may have items in K-State Online Classic you wish to transition over.

☐ Publish your files, modules, assignments, discussions, etc. K-State Online Canvas has a publish layer for almost all items you create. Don’t forget to publish your content!
Restrict Access (lock) any of your content, such as answer keys. In Files you can edit permissions to restrict access or grant access to students.

Create your online or manual (On Paper) assignments to add Gradebook columns and allow you to enter grades into the gradebook for students to see.

III. Publish Your Course

Publish your course to allow students access. Regardless of term and course custom dates, students will not be able to access an unpublished course.

Use ‘Student View’ in Settings > Course Details to interact with your course as a true student and ensure it is setup as you planned.

IV. Other Items to Consider

Remind your student to set up their Notifications so students can stay informed of activity in the course. You should do the same as instructor.

Direct students to and/or share the Canvas Student Guide and the K-State Online Student FAQ

Update your syllabus and schedule

Make a course Announcement

Set any Assignment group weighting for score calculations

Begin to view the analytics for your course

Check for inactive or bad links (link rot) in your content

Set your course Home Page

Create Calendar Events

Create course Announcements

Contact the IT Help desk at helpdesk@ksu.edu or 785-532-7722 if you have any questions or need some assistance.