THE ESSENTIAL LANDMARK COLLEGE ONLINE INSTRUCTOR CHECKLIST

A ★ is an Essential practice and a ★★ rating indicates a Best Practice criterion.

Beginning of Course Practices

Essential ★	
Yes ✔	**Practice**
★	**Class Rosters** Have your student roster in a handy location. It should contain student email, liaison name and liaison email. Call ETOP if you do not have this.
★	**Set Up Account Notifications in Canvas** To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account. Tip: This is in Week 1 of Student Assignments as well
★	**Create Unit and Week 1 Intro videos** There are several tools for creating videos Adobe SPARK, LOOM, Jing, Screencast-o-matic, screencastify, Tinytake. Contact ETOP to get assistance with uploading to your page without messing up the formatting.
★	**Create a Welcome Announcement** Create your weekly announcements to "auto-send" on the Sunday evening of the upcoming week. It will be the first thig your students see to remind them of the course assignments and learning for the week.
★	**Create a Welcome Email** Email all students and liaisons with a Welcome to the course email. Direct them to the course information, syllabus and any additional information you want them to have to get off on the right foot in your course.
★	**Verify Students in the People Link** Select People to verify your Canvas roster (teacher, student, observer (liaison), etc.) for accuracy. Tip: The People link also displays course sections (if applicable)
★	**Publish or Unpublish Course Content** Check visibility of individual items and Modules as a whole. Don't forget to publish your new pages. Important Tip: You can unpublish any items you don't want students to see and you can set up a timer to publish pages by date. This will ensure you do not forget to unpublish as week when things get busy.
★	**Review Course in Student View** Review your course content from Student View to experience your course from a student perspective. Important Tip: Student View adds a test student to Grades. After participating in Student View, enter your Gradebook as a teacher to view any Test Student entries
★	**Check the syllabus to add your name, contact information and "office hours" and ensure you understand the gradebook and grading policies for your course** Students will want to know this information is available and correct on day 1.

Best Practices ★★	
Yes ✔	Practice
★★	**Check Syllabus (Yes – this is here twice)** Check and update the current syllabus to your course. Tip: Ensure your name and contact information, office hours and additional information are added. Contact ETOP if you need assistance with this.
★★	**Manage Files** Upload and review course folders and files. Manage the visibility of content by Publishing, Unpublishing or Restricting Access to folders and files. Tip: You can bulk upload files
★★	**Set Up Grades** Verify the Gradebook is arranged according to your grading policy and your syllabus. Tip 1: You can move the "Total" column from the far right position to the far left position next to the student list Tip 2: You can change your Total column to display as Points, if needed Tip 3: You can set Late Submission or Missing Submission policies
★★	**Set Up Assignment Groups (If Applicable)** If you use weighted grading categories for your final grade calculations, you will want to add Assignment Groups to the Assignments Index Page and assign weights to each Group. Tip: You can add drop rules to each Assignment Group
★★	**Verify Calendar** Check the Calendar tool to verify Assignment due dates and Events scheduled for your course. * Note: The Calendar displays graded/published Assignments, Quizzes, Discussions and Events with due dates Important Tip: The Calendar tool allows for drag-and-drop options to easily manipulate and change due dates
★★	**Set a Profile Pic** Set a profile picture that represents yourself in your Canvas Account. Students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab. * Note: This is an account setting that may not be enabled at your Institution Important Tip: You may want to choose a professional headshot to model appropriate photos for students

End of Course Practices	
Essential ★	3
Yes ✔	Practice
★	**Verify Grades** It is important to verify grades if Canvas is the gradebook of record. Any changes made will affect student final grades. Tip: Verify that the Canvas Gradebook matches the grading policy set up in your syllabus Tip: You can turn all missing entries to zeros through the late policy options Tip: Remember to check out more about Assignment Groups if using weighted grading categories
Best Practices ★★	
Yes ✔	Practice
★★	**Export Grades** From the Grades tab in a Canvas course, use the Export button to download a CSV file of your final grades. Trainer Tip: You may want to save the download as an Excel file
★★	**Upload Grades to PowerCampus / Self Service** Detailed instructions are available in the Instructor orientation course under Technology. Call ETOP immediately if you cannot access self-service.