Welcome to a new semester! You’ll want to follow the appropriate steps to ensure that content is available for students and properly organized within Canvas. Use the following checklist to assists with course preparation.

[ ]  Adjust the start and end date of the course located under the “Settings” tab. Add 7-days to the course end date to allot for student submissions and instructor feedback. See how to do this [here](https://community.canvaslms.com/docs/DOC-12907-415257088).

[ ]  Upload the new semester’s syllabus into the course utilizing the “[Syllabus](https://community.canvaslms.com/docs/DOC-12831)”, “[Pages](https://community.canvaslms.com/docs/DOC-12724-415287672)”, “[Modules](https://community.canvaslms.com/docs/DOC-12689-415241427)”, or “[Files](https://community.canvaslms.com/docs/DOC-13033)” tabs. Click links to see options.

[ ]  Set a [front page](https://community.canvaslms.com/docs/DOC-12784-415241445) and [home page](https://community.canvaslms.com/docs/DOC-13012-4152724499) for the course. Click links to see options.

[ ]  Ensure instructor and teaching assistant bio and contact information is available in Canvas.

[ ]  Include new content such as [files](https://community.canvaslms.com/docs/DOC-13033), [announcements](https://community.canvaslms.com/docs/DOC-10405-415250731), [discussions](https://community.canvaslms.com/docs/DOC-13016-4152724374), [assignments](https://community.canvaslms.com/docs/DOC-10113), or [quizzes](https://community.canvaslms.com/docs/DOC-12943) for the course. Click links to see options.

[ ]  Adjust the [due dates and availability dates](https://community.canvaslms.com/docs/DOC-10327-415273044) of content such as [discussions](https://community.canvaslms.com/docs/DOC-12913-415241361), [assignments](https://community.canvaslms.com/docs/DOC-10327-415273044), and [quizzes](https://community.canvaslms.com/docs/DOC-10152). Click links to see options.

[ ]  Rubrics have been [created](https://community.canvaslms.com/docs/DOC-12722-415286227) and [added](https://community.canvaslms.com/docs/DOC-12861) to [discussions](https://community.canvaslms.com/docs/DOC-12843) and assignments. Click links to see options.

[ ]  If students are assigned to groups or blocks in the course, create these group/blocks [manually](https://community.canvaslms.com/docs/DOC-10143) or [automatically](https://community.canvaslms.com/docs/DOC-12809) and [assign assignments to the group/blocks](https://community.canvaslms.com/docs/DOC-10107-415254248). Click links to see options.

[ ]  If you are planning to use external tools (e.g., Turnitin, Respondus, VoiceThread, Mediasite, etc.), contact canvas@unthsc.edu for updated external tool modules, pages, software, and plugin information.

[ ]  Check and confirm that all course links are still functional. See how to do this [here](https://community.canvaslms.com/docs/DOC-12770-4152476605).

[ ]  Disable features to hide content on the course navigation menu. See how to do this [here](https://community.canvaslms.com/docs/DOC-12933).

[ ]  Confirm all course content for example, [files](https://community.canvaslms.com/docs/DOC-12771-415241391), [pages](https://community.canvaslms.com/docs/DOC-12776-4152322017), [assignments](https://community.canvaslms.com/docs/DOC-10061-415267000), [modules](https://community.canvaslms.com/docs/DOC-12937-4152322062) are published () for student view. Unpublish () old content to restrict student view. Click links to see options.

[ ]  Launch Student View () to confirm course content and links are accessible for students. See how to do this [here](https://community.canvaslms.com/docs/DOC-13122-415261153).

[ ]  Publish your course. See how to do this [here](https://community.canvaslms.com/docs/DOC-13030-415257126).

**Additional Start of Semester FAQs**

[ ]  Need a program appointed teaching assistant enrolled into a course? Please follow the [Teaching Assistant Requirements and Process at UNTHSC](https://www.unthsc.edu/center-for-innovative-learning/teaching-assistant-requirements-and-process-at-unthsc/).

[ ]  Utilizing program competencies within Canvas? Please see Canvas [Outcomes](https://community.canvaslms.com/docs/DOC-10711-67952724565) and aligning outcomes within [assignment rubrics](https://community.canvaslms.com/docs/DOC-13098-415241439).

[ ]  Want to know effective strategies for course design and development? Check out the [Course Development Tool Kit](https://www.unthsc.edu/center-for-innovative-learning/course-development-tool-kit/).

[ ]  Want to learn more about Canvas Features? Explore the [Canvas Instructor Guide](https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents) to see detailed walkthroughs.