

Back to School Checklist - Canvas Course

Use this checklist to ensure your Canvas course is ready for your students.

- Course content has been copied from a previous course. See the Canvas guide: [How do I copy a Canvas course?](#)
- Course is **Published**. See the Canvas guide: [How do I publish a course?](#)
- Announcements - open dates have been checked and adjusted where necessary.
- Assignments, Quizzes, and Discussions - Dates have been checked and adjusted where necessary. Assignments, quizzes, and discussions can have up to three dates: (1) Due date, (2) Available from date (the open date), and (3) Available until date (the close date). For more information, see the Canvas guide: [What is the difference between assignment due dates and availability dates?](#)
- Welcome announcement is ready to be posted. See the Canvas guide: [How do I delay posting an announcement until a specific date in a course?](#) You can send a message to your entire class inside Canvas (via the Inbox). See the Canvas guide: [How do I send a message to an entire class as an instructor?](#)
- Modules – If any modules are locked until a specified date, check the date to make sure it's for the upcoming term.
- Use the Canvas link validator to verify that all external links in your course are valid. See the Canvas guide: [How do I validate links in a course?](#)
- Switch to the student view of your course and do a final run through of your course.