Office of Digital Learning

Start of Semester Checklist

☐ Check for your course(s). Each section has a corresponding course shell in Canvas. If you do not see your course(s) on the dashboard, click on **Courses** from the global navigation menu on the left of the screen. Then click on **All Courses** at the bottom of the list. You should see both current and any past enrollments listed.

☐ Check your content. The Office of Digital Learning (ODL) will import your Blackboard course content for the first semester of use. Going forward, you will be responsible for copying your course content. See how to copy course content from one Canvas course to another. You can also make an appointment with a member of our team, if you require assistance in setting up your course. Email canvas@msm.edu.

☐ Check any external links in your course(s). If your course(s) use external links, check for any unresponsive links. Click on **Settings**, lower left on the course navigation menu. Then click on **Validate Links in Content**, bottom from the menu on the right.

☐ Check your roster for your students. Click on **People** to check the roster. Enrollments are automatically fed in from Banner. Any changes may not show up until the next business day.

☐ Set up grade book. If you will be using Canvas to provide grades to students, make an appointment with the ODL team at Canvas@msm.edu if you require assistance.

☐ Publish your course(s). When you are ready for the students to see your course and receive announcements, make sure to publish the modules and the course. Students will not have access to the course(s) unless published. See how to publish a course if you require a refresher.

☐ Use the Student View to review your course from the students' perspective. Click on **Student View** from the home page menu, right of screen.