Checklist for Quickly Moving a Course Online

Complete the checklist below to create an organized, accessible and mobile-friendly Canvas course.

Login to Canvas (https://canvas.cwu.edu) with your CWU Username and Password
Establish and post a routine communication plan with students (best way to contact instructor, online office hours, faculty response time).
  - Announcements, Chat, Blackboard Ultra, Canvas Inbox, phone or email
Set course homepage to modules
Create modules to organize course content (Week 1, Week 2, etc.)
Update and upload syllabus
Add link to CWU Canvas Support (http://www.cwu.edu/online-learning/canvas-help-and-support-students) to the first module
Create an introductory discussion to allow students to get familiar with the online platform and build community
Upload files (docx, pdf, xls, pptx)
Create an online assignment (students can submit via Canvas)
  - How to grade an assignment?
Create a graded discussion
  - How to grade a discussion?
Create an online quiz
  - Provide a practice quiz to familiarize students with quiz format, before assigning a high stakes quiz
  - How to grade a quiz?
Add assignments, discussions, files and quizzes to the modules
Enable Blackboard Ultra (web conferencing system) for live classes or meetings
  - Use the Blackboard Ultra Course Room (which is always available) or create sessions with specific date and time
Use Panopto to create a recorded lecture
  - Add Panopto recording to a module
Review course using the student view
Publish course
Alert students via Canvas Inbox and CWU email in MyCWU, that the course is live, re-establish expectations for interaction