

## 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) (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) (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