



Technology & Accessibility Support

CANVAS MAINTENANCE CHECKLIST

Before the First Day of the Block/Semester

- As needed, [import previously developed courses into new Canvas shells](#).
 - Remember: You can [have Canvas automatically adjust due dates when importing one course into another](#).
 - Clean up migrated course content and templating materials. Delete modules and course content that students do not need. *Note: Removing content from a module does not delete the content from a course.*
- Doublecheck your course materials for ADA/Accessibility compliance.
 - [Microsoft Word/PDF files](#).
 - [PowerPoint presentations](#).
 - [Canvas pages and activities](#).
- Check the **People** list in your course to ensure that it matches up with DAWGS.
 - If a student is missing from the Canvas site, please contact [eLearning](#).
 - Be aware that students who have dropped the course are listed as “inactive” in Canvas.
- Establish the gradebook to match policies outlined in the syllabus.
 - [Set assignment group weights](#), according to course grading policies.
 - [Set up the gradebook to reflect your grading practices](#).
- [Make sure the course is published and available to students](#) by the first day of class.
 - For Block classes, make sure to adjust the participation dates.
 - For Block and Stringer classes, decide whether you want to restrict viewing of the course before student participation is set to start.
- Make your course student friendly.
 - [Edit the templated landing page](#) to reflect your current contact information and [set it as your homepage](#).
 - Upload your syllabus as a file in the module structure, a link on a Canvas page, or [the Syllabus tool](#).
 - Minimize the Course Navigation menu by [limiting the number of links](#).
 - [Validate links in a course](#) to make sure they’re working.
- [Check and adjust your account notifications](#) to ensure you’re receiving the course updates you need, when and where you need them.
- Customize your **Dashboard** to make your semester easier.
 - [“Star” courses to make them easier to locate](#).
 - [Personalize and rearrange course cards on your dashboard for ease of use](#).
- Assign or inform students of the Moodle 101 Course for students. So that students can self-enroll, provide them with this URL: <https://umwestern.instructure.com/enroll/W9M8F6>
- If sections need to be ‘cross-listed’ (e.g., honors sections with levels, adding students to the Hogsback Journal), contact [eLearning](#) and provide the necessary CRN’s.

Important: Remember that Canvas only allows you to message a class when a course is published. If you are not ready to publish a class, eLearning suggests using your DAWGS class list to email students.

At the End of the Block/Semester

- [Export the gradebook for record-keeping.](#)
- [Back up course contents for future use.](#) *Note: This functionality does not backup student interactions, grades, and participation; it only exports content for possible future use.*
- Make sure that next semester/block course shells are created and populated with students. Check the **People** list in each course to ensure that it matches up with DAWGS.
 - If a student is missing from the Canvas site, please contact [eLearning](#).
- Clean up your Dashboard so that it's ready for the next semester.
 - ["Unstar" courses to make them easier to locate.](#)
 - [Personalize and rearrange course cards on your dashboard for ease of use.](#)

Important: Do NOT use the "Conclude this course" button on a course's setting page because this process can result in a loss of course functionality and user data.

If you need assistance, please contact eLearning at elearning@umwestern.edu.