12 DAYS OF CANVAS

1. **PUBLISHING THE CANVAS COURSE SHELL.**
   - For students to see your course, publish it.
   - Navigate to Home and on the top right hand side click on Publish.
   - Students will only be able to see the course after the Course start date on Canvas even if it is published.

2. **CHANGING DATES IN THE CANVAS COURSE.**
   - Students will get access to your Canvas course shell on January 9, 2023 **IF** you have published it. The default closing date for 2022W2 is June 8, 2023.
   - Find more detailed instruction to change the dates here.
   - **Tip**: Giving early access to the course can help many students get situated and off to a good semester.
   - Do **NOT** post any assignments that are due before start of classes.

3. **IMPORTING COURSE CONTENT FROM AN OLD CANVAS SHELL.**
   - If you are importing quizzes and assignments make sure to update the due dates.
   - Find more detailed instructions for importing course content here.

4. **CANVAS TEMPLATES ARE AVAILABLE TO HELP EASE WITH COURSE SETUP.**
   - There are various course templates available in the Canvas Commons.
   - In Canvas, navigate to the "Commons", type "UBCO Course Templates" in the search bar. Choose a template that meets your needs.
   - Find more information on our website.

5. **SETTING UP OR CHANGING HOMEPAGE.**
   - Your Homepage is a great place to give students an overview of your course.
   - You can set up your homepage at any time.
   - Find detailed instructions to change homepage here.

6. **CHANGING THE COURSE NAVIGATION.**
   - You are able to change the course menu on Canvas on what is visible to the students.
   - Please follow the steps here to make changes.
   - **Tip:** Less is more. Fewer options in the course navigation makes it easier students and yourself to navigate through the course.

7. **UPLOADING SYLLABUS ON CANVAS.**
   - Having a copy of syllabus on Canvas will be helpful as students are able to go back and refer to it again.
   - Here are the instructions of uploading it to Canvas.

8. **SETTING UP ASSIGNMENT GROUPS IN CANVAS.**
   - Assignment groups are a useful tool to make sure that the Canvas gradebook reflects the grade break down in syllabus.
   - We recommend using them for your courses to avoid confusion.
   - More information on how to set them up is here.

9. **PUBLISHING MODULES.**
   - Once your modules are ready to be posted make sure you publish everything in the module. Then, publish the module itself.
   - **Tip:** To ensure everything is published go into the Student View of the course shell. This will help you know everything that students can see.

10. **UPLOADING ANY VIDEOS ON CANVAS.**
    - Please do **NOT** upload videos as files on Canvas. Canvas has limited storage.
    - Here is the correct way to upload videos.
    - **Note**: UBC has a new video retention policy. Ensure that everything on the Zoom cloud has been stored somewhere else before your videos are deleted.

11. **CHECK OUT A MORE DETAILED CHECKLIST HERE.**

12. **RELAX BEFORE THE CRAZINESS OF THE NEW SEMESTER BEGINS!**