



12 DAYS OF CANVAS

Kick off the term with ease! The resources below are here to help, and each underlined title links to an external guide if you'd like to dive deeper.

1. REVIEW OUR CANVAS 101 GUIDE

2. IMPORT CONTENT (IF NEEDED)

- a. Bring in materials from a previous course before you start customizing.

3. USE CANVAS TEMPLATES (OPTIONAL)

- a. There are various templates available if you're starting from a blank course.

4. UPDATE ASSIGNMENT DATES

- a. If importing content, it's important to update your assignment due dates for the new term.

5. SET YOUR HOMEPAGE

- a. Choose a clear, student-friendly welcome page. We suggest including your contact preferences and expectations.

6. CUSTOMIZE COURSE NAVIGATION

- a. Hide unnecessary menu items to simplify the student experience.

7. UPLOAD YOUR SYLLABUS

- a. Add the syllabus as a file or link so students can access it anytime. We have a [UBC Curriculum MAP and Syllabus Generator](#) to help you!

8. SET UP ASSIGNMENT GROUPS

- a. Set up assignment group weighting to match your syllabus and let Canvas do the gradebook math for you!

9. SET GRADEBOOK POSTING POLICY

- a. You can have grades be posted automatically once marked, or posted manually.

10. UPLOAD VIDEOS

- a. To ensure you don't run out of course storage space, please do NOT upload videos directly in Canvas. [Here is the best way to upload videos.](#)

11. PUBLISH YOUR COURSE

12. RELAX!

HAPPY HOLIDAYS!

