



Instructor Site Design Checklist

Is your course site complete? Use the following checklist as a guideline to confirm that your Canvas course site is ready to publish.

Access and Course Content

- You can access Canvas directly by visiting <http://canvas.harvard.edu> and logging in with your Harvard Key or you can access your courses through MyHarvardChan.
- Course Content from the previous term will be migrated over for you by the METS team with **dates removed**. Please make sure all content has been migrated over.

Step 1: Double-Check Course Dates, Settings and Links

- ☐ Update course dates using drag-and-drop on the Calendar
- ☐ Update Assignments, Discussions and Quiz availability and due date (if applicable)
- ☐ Consider Grade Settings
- ☐ Double-check Draft State for content and assignments (make sure materials you are still working on are in “draft state” and not “published” and materials you want students to see are “published”)
- ☐ Simplify course navigation (if applicable)
- ☐ Check links to external websites

Step 2: Preview and Publish Your Course

- ☐ Preview the course using “Student View” to ensure that all the materials you want students to access are available (and those you do not want students to see are hidden)
- ☐ Publish your course

Step 3: Welcome Students to Your Course

- ☐ Orient the students to your course
 - ☐ Introduce how you are using Canvas (e.g. *course organization, Syllabus, Assignment Submissions, Discussions, Quizzes, Calendar, etc.*)
 - ☐ Indicate how you will communicate with students and how they should communicate with you (e.g. *Announcements, Inbox*)
- ☐ Post a course announcement
- ☐ Give students a brief tour during your first class using “Student View”

How can I learn more about Canvas?

For more information on using Canvas, consider the following links for further information:

- View the Canvas Instructor Guide at <https://guides.instructure.com/m/4152> and the Getting Started with Canvas as a Faculty at <https://guides.instructure.com/m/8472>.
- Visit the Harvard Chan School’s Canvas page for the latest updates at <http://hsph.me/canvas>

How can I get help with Canvas?

- If you need any assistance with Canvas, you can always click on **Help** in bottom left corner of any Canvas page for 24x7 support by chat, e-mail and phone.
- You can also contact the METS team by emailing mets@hsph.harvard.edu with any questions or to set up a training or course consultation. We would love to help you with your course!