

Template Readiness Checklist (Canvas)

ANNOUNCEMENTS

- ☐ Reusable announcements are set for 'delay posting' with no set date (hidden)
 - ☐ If material source dates to a former semester section, any extraneous, professor-specific, or semester-specific announcements are removed
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SYLLABUS

Anchor Links

- ☐ Includes anchor links at the top of the page

Instructor Information

- ☐ Course title and credits are present
- ☐ Semester and Faculty are blank and highlighted to signify to the instructor that s/he must update this information

Course Specific iframes include correct and updated information

- ☐ Course Description and Prerequisites
- ☐ Course Objectives
- ☐ Textbooks and Materials
 - ☐ *Course materials match bookstore website (e.g. textbook editions are correct)*
 - ☐ *ISBNs are clearly posted and/or available*
 - ☐ *References to third-party purchasing options are removed (if applicable)*
 - ☐ *Other Technologies and Materials (if applicable)*
 - ☐ Publisher sites (Connect, MyLab, etc) align with textbook edition
 - ☐ Textbook companion site links point to current edition (if applicable)
 - ☐ Student instructions for accessing publisher sites are present (may be located within the Welcome module)
- ☐ Course Grading
 - ☐ *Point totals and weights are correct*
 - ☐ *Passing proctored exam policy is stated*
- ☐ Course Policies - highlighted to signify to the instructor that s/he must update this information
 - ☐ *Includes Attendance Policy, Grading Turnaround Time, Late Work Policy, Incomplete Policy*
- ☐ Overview of Assignments

NOVA Online Specific content and iframes are included

- ☐ Time Expectation
- ☐ Acquiring Textbooks and Course Materials
- ☐ Withdraw from the Course
- ☐ Plagiarism and Student Rights & Responsibilities
- ☐ Taking Exams and Using Exam Passes
 - ☐ *Exam information is updated (not an iframe)*
 - ☐ *Exam pass is linked to [Course Descriptions page](#)*
 - ☐ *'Taking Exams' iframe is present*
- ☐ Your Email Account
- ☐ Tutoring with Smarthinking
- ☐ Accommodation Policy and Statements
- ☐ NOVA Online Policies and Procedures
- ☐ Course Requisite Technical Skills (not an iframe)

Course Summary

- ☐ All assignments use consistent naming/numbering system that keeps assignments listed in order.
 - ☐ *Example: Module 1.1, 1.2,...2.1, 2.2,...3.1, 3.2... and assignment type (e.g. Module 1.1 Reading) unless there are more than ten modules in your course, in which case we will label modules as 01, 02, 03, etc. so they remain in proper order in the system.*
 - ☐ Critical Date Placeholders have been added to the calendar as a *Not Graded Assignment*.
 - ☐ *Critical Dates must include the First Assignment Due Date and Last Withdrawal Date*
 - ☐ *First Assignment Due Date must not specify assignments; the requirement is “any one assignment” in all courses*
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MODULES

For Instructors Only (Hidden)

- ☐ Module is not published
- ☐ Personalizing the Course Before the Course Begins is present
- ☐ Course Updates and Enhancements included
 - ☐ *Includes updates such as revisions, redesigns, enhancements, and reasons for changes*
- ☐ Assigning Due Dates and Critical Dates - PLEASE Read is present
- ☐ Course Length Variations is present and filled out
- ☐ Canvas Resources is present
- ☐ Third Party Software/Vendor information is present
 - ☐ *Publisher sites (Connect, MyLab, etc) align with textbook edition*
 - ☐ *Publisher sites (Connect, MyLab, etc) are integrated with LMS*
 - ☐ *Textbook companion site links point to current edition*
 - ☐ *Faculty instructions for setting up publisher sites are present*
- ☐ Instructor Feedback
 - ☐ *Instructor Feedback iframe is present*
 - ☐ *Includes Feedback Information link*
 - ☐ *“xxxxxx” in the instructor feedback link is replaced with course name (e.g. for SOC268, link would appear as <https://www.surveymonkey.com/r/ELIIDHELPIF?c=SOC268>)*

Welcome - Start Here Module

Welcome

- ☐ Welcome page is set as Home page
- ☐ Link to the Welcome - Start Here module is at the bottom of the page
- ☐ ‘Before Getting Started...’ iframe is present
- ☐ Generic ‘Welcome from your Instructor’ message is present
- ☐ Instructor-specific welcome message is removed or unavailable

Meet the Faculty

- ☐ Generic faculty information is present
- ☐ Faculty image placeholder is not broken
- ☐ Instructor-specific faculty information is removed or unavailable

Required iframes

- ☐ Online Learning and Course Orientation iframe is present
- ☐ Canvas Student Support and Tutorials iframe is present
- ☐ NOVA Online Student Support iframe is present
- ☐ Communication Netiquette iframe is present
- ☐ Set Up Your Profile iframe is present

DISCUSSIONS

- ☐ Required forums are present – Ask the Professor, Introductions
 - ☐ Point values align with descriptions
 - ☐ Correct “Options” are checked (ex. Allow threaded replies, Graded)
 - ☐ Discussions are [pinned](#) in the correct order to maintain organization
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ASSIGNMENTS

- ☐ Point value setting aligns with assignment description
 - ☐ Labeled appropriately and assigned the correct Assignment Group
 - ☐ Submission type allows for the correct online entry options
 - ☐ Assignment Groups are correctly weighted according to the Course Grading in the Syllabus (if applicable)
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QUIZZES

- ☐ Changes to exams are confirmed (if applicable)
 - ☐ Quizzes and exams are assigned the correct category
 - ☐ Proctored Exams are located in the Proctored Exam module
 - ☐ Proctored Exam settings contain:
 - ☐ Access code
 - ☐ Time limit
 - ☐ View Responses is set to No (***“Let Students See Their Quiz Responses” is unchecked under settings***)
 - ☐ Testing Specialist is contacted for form number changes, exam passes, and exam backups
 - ☐ Confirm Syllabus Quiz does not include instructor-specific material (if applicable)
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Settings

- ☐ Course Details: Image thumbnail is updated with course name
- ☐ Course Details: Ensure the Syllabus is set as Public
- ☐ Course Details: Uncheck “Allow course content to be downloaded and viewed offline”
- ☐ Course Details: Check the additional settings (More Options). Ensure the option to “Let students create discussion topics” is unchecked.
- ☐ Feature Options: Turn on Quiz Log Auditing

Course Links

- ☐ [Course Links Validator](#) has been used to check for broken links (NOTE: Deleted pages may still have “ghost links.” If this is the case, they will appear as broken links in the DEVL site, however, the broken links will not copy to the TMPL.)
- ☐ Broken links are updated/removed
- ☐ Any mentions of Blackboard are removed

Files/Pages

- ☐ Files of DEVL/TMPL are cleaned up
- ☐ Duplicate folders/content are removed
- ☐ Irrelevant or unused/unnecessary pages are removed

Final Steps

- ☐ Check [Final Steps in Bb Conversion to Canvas](#) for more details
- ☐ Submit course to ID partner for review and revise as necessary
- ☐ Request template creation to blackboardhelp@nvcc.edu, copy onlineidhelp@nvcc.edu
- ☐ After ID Help checks template,
 - ☐ *Review blueprint settings*
 - ☐ *Revise (if needed)*
 - ☐ *Publish course*
 - ☐ *Confirm readiness to ID Help*
- ☐ CTDB record is updated with final notes
- ☐ Online ID Help contacted to close CTDB flag/clear DEVL site