



WebCampus Start of Semester Checklist



Review Assignments, Quizzes, and Discussions

- Verify activities and content to be used in the course are published.
- Verify dates. Due dates are added to the calendar and the syllabus and serve as reminders to students. "Available from" and "Until" dates will unlock and lock the item.
- Verify the submission type (assignments only).
- Respondus Monitor users only: If you copied a course that contained an exam that required Respondus Monitor (webcam feature for Lockdown Browser), click on the LockDown Browser link on the course menu. This will link the Respondus Monitor database with your new course.
- Verify assignments are weighted correctly if using a [Weighted Grading System](#).
- Verify Quiz "Options" are correct. See: [Canvas Quiz Options](#). Use "Preview" option in each quiz to check for errors.
- Tip: You can switch to [Student View](#) to verify what students have access to in your course(s).



Review Course Details

- Customize course navigation links. Keep only the links that are necessary. See [How Do I Manage Course Navigation Links?](#)
NOTE: In most cases, the following should be hidden: Files, Pages, Outcomes, Conferences, and Collaborations. If using Modules, you can hide even more links to simplify navigation for students.
- Use the [Validate links tool](#) to verify that all content links are working.
- Verify Modules are logically ordered and [published](#) if using them.
NOTE: Students are unable to see content even when all pages are published in a module if the module itself is not published.



- Verify Module “Lock until” dates are correct if using them. See: [How to Lock a Module](#).
- Verify Module [requirements](#) and [prerequisites](#) are set correctly if using them.
- Verify the course home page is set up correctly. See: [Home Page Layout Options](#) and [How to Change the Course Home Page](#).
- Check Announcements. If announcements are imported from a previous Canvas course and they do not have delay Post Dates set, they will all be visible to students as soon as the course is published. **Best practice:** use [Delay posting](#) on all announcements.
- Review [grade posting policies](#). By default, Canvas releases a grade to a student as soon as the instructor has completed grading unless you adjust the grade posting policies. Remember to post the grades when you have completed grading for the entire class if you changed the grade posting policy to Manual.

Final Preparations

- Verify total points possible in the gradebook is correct.
- To verify: [Download the Gradebook](#) or within Canvas [Student View](#) to navigate to Grades. Use “Student View” to review the entire course. This is a good time to verify that all of your content is available in an accessible format.
- Are your TAs or co-instructors added to your course? If not, you can add Teachers, TAs, or Graders to your course. See [add TAs, Graders, or Support to your course](#).
- By default, courses are published when they are created but students will not have access until 1 week prior to the start date. If your course was unpublished and you are ready for students to access it, please be sure to [re-publish](#) your course on or before the start date.
- Panopto videos are not included in Canvas courses copies. If you would like these to be copied into your upcoming course, follow steps for [Batch Copying and Moving](#).
- If you plan on using [Respondus LockDown Browser and/or Monitor](#) for your quizzes or tests, be sure to create an ungraded practice quiz that requires LockDown Browser and/or Monitor. More tips can be found on our [LockDown Browser Quick Start Guide for instructors](#).
- Encourage your students to familiarize themselves with Canvas by enrolling in our [Canvas Student Orientation course](#). Share this link with your students:
<https://unlv.instructure.com/enroll/FP9RDK>



FAQs

Why do I see student listed as Inactive?

If you see students listed as *inactive* in the People section of your course, the students have dropped your course and will not show up in the Inbox/Email list or your Gradebook. The system updates every 24 hours and will automatically remove the student.

Why are my students not receiving messages sent from my Inbox?

If your course is unpublished, students will not appear in the Recipient list in the Canvas email (Inbox/Conversation) tool. You need to publish your course in order to send your announcement/messages to students.

Why can't my students see this item (page, video, etc.)?

Check that your content (including Module itself) are published. Verify that both the items and the title of your module have a **published** icon next to it. If you do not see the icon, click on the **unpublished** icon to make it visible to students.

How do I verified that my announcements are being sent?

By default, notifications for announcements created by you are not turned on. To enable this option, go to *account > notifications* and under Course activities, make sure the option "Announcement Created by You" is enabled.

WebCampus Resources

If you need assistance with WebCampus-Canvas please visit:

- WebCampus Support Page: <https://www.it.unlv.edu/webcampus/canvas>
- Open Labs Schedule: <https://www.it.unlv.edu/webcampus/canvas/get-help#openlab>
- Submit a Help Request via the [IT Support Portal](#) (log in with your ACE credentials)