Canvas Semester Start Checklist for Faculty

In order to help you prepare for the start of the semester, we compiled a checklist with links to Canvas guides, along with a few helpful tips and resources.

Contacting Students Prior to Semester Start

If you need to communicate with students before the start date, you can send an email through UCD Access. You can also send a link to solely the syllabus (if you are using the built in syllabus tool in Canvas) by following the directions to make your syllabus visible publicly.

If you would like to communicate with your students via Canvas, your course must be published AND the start date of the course must have passed. You will find links to guides for course publishing and reviewing course start and end dates in the checklist below.

Are you ready to publish your course?

(Click links to see guides)

- Import previous semester content
- Update syllabus
- Simplify course navigation
- Publish or schedule modules
- Choose course homepage
- Review course in “student view”
- Review course start and end dates
- Publish course
- Check the student roster

Resources for your students

Some students may be new to Canvas. Here are some guides to help them get started.

- Canvas Student Quickstart Guide

Canvas can also be used with smartphones and tablets.

- Canvas for iOS
- Canvas for Android

Need Help?

Course enrollment questions and course merger requests should be directed to the CU Online Help Desk. Use either support service for technical questions and other requests.

<table>
<thead>
<tr>
<th>Canvas 24/7 Support</th>
<th>Phone: 855.631.2250</th>
<th>Email: <a href="mailto:support@instructure.com">support@instructure.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Online Help Desk</td>
<td>Phone: 303.315.3700</td>
<td>Email: <a href="mailto:cuonlinehelp@ucdenver.edu">cuonlinehelp@ucdenver.edu</a></td>
</tr>
</tbody>
</table>

View online at bit.ly/ucdsemesterstart