

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.

Canvas 24/7 Support
CU Online Help Desk

Phone: 855.631.2250
Phone: 303.315.3700

Email: support@instructure.com
Email: cuonlinehelp@ucdenver.edu