1. Publishing the Canvas Course Shell.
   - For students to see your course, publish it.
   - Navigate to Home and on the top right hand side click on Publish.
   - Students will only be able to see the course after the Course start date on Canvas even if it is published.

2. Changing Dates in the Canvas Course.
   - Students will get access to your Canvas course shell on January 9, 2023 IF you have published it. The default closing date for 2022W2 is June 8, 2023.
   - Find more detailed instruction to change the dates here.
   - Tip: Giving early access to the course can help many students get situated and off to a good semester.
   - Do NOT post any assignments that are due before start of classes.

3. Importing Course Content from an Old Canvas Shell.
   - If you are importing quizzes and assignments make sure to update the due dates.
   - Find more detailed instructions for importing course content here.

4. Canvas Templates Are Available to Help Ease with Course Setup.
   - There are various course templates available in the Canvas Commons.
   - In Canvas, navigate to the "Commons", type "UBCO Course Templates" in the search bar. Choose a template that meets your needs.
   - Find more information on our website.

5. Setting Up or Changing Homepage.
   - Your Homepage is a great place to give students an overview of your course.
   - You can set up your homepage at any time.
   - Find detailed instructions to change homepage here.

   - You are able to change the course menu on Canvas on what is visible to the students.
   - Please follow the steps here to make changes.
   - Tip: Less is more. Fewer options in the course navigation makes it easier students and yourself to navigate through the course.

7. Uploading Syllabus on Canvas.
   - Having a copy of syllabus on Canvas will be helpful as students are able to go back and refer to it again.
   - Here are the instructions of uploading it to Canvas.

8. Setting Up Assignment Groups in Canvas.
   - Assignment groups are a useful tool to make sure that the Canvas gradebook reflects the grade break down in syllabus.
   - We recommend using them for your courses to avoid confusion.
   - More information on how to set them up is here.

   - Once your modules are ready to be posted make sure you publish everything in the module. Then, publish the module itself.
   - Tip: To ensure everything is published go into the Student View of the course shell. This will help you know everything that students can see.

10. Uploading Any Videos on Canvas.
    - Please do NOT upload videos as files on Canvas. Canvas has limited storage.
    - Here is the correct way to upload videos.
    - Note: UBC has a new video retention policy. Ensure that everything on the Zoom cloud has been stored somewhere else before your videos are deleted.

11. Check Out a More Detailed Checklist Here.

12. Relax Before the Craziness of the New Semester Begins!