



Checklist: Before the start of the course

The bullet points in the checklist can be done in any order, but we recommend that you publish the room last so students only see the finished room.

The bullet points are explained on the following page:

[Before the start of the course – checklist for Canvas](#)

The checklist

I have

- ☐ cleared out the template texts
- ☐ added course-specific information about generative AI
- ☐ published the course content and any modules
- ☐ hidden unnecessary links in the course menu
- ☐ linked to the course's course memo
- ☐ checked that the structure of the course room is logical and easy to follow
- ☐ checked relevant dates
- ☐ validated links and updated broken links as needed
- ☐ reviewed the course in the student view
- ☐ verified that any teaching assistants/TAs have access to the room
- ☐ published the course room.