

Course Preparation

First Day Readiness Checklist

Verify your Canvas course is ready to publish before the first day of class

Review this checklist before publishing your course to help ensure students can access course materials, complete assignments, and begin learning on the first day.

1. Verify the Correct Course

- ☐ Confirm you are working in the course for the current academic term - **Fall 2026**

2. Review Course Content

- ☐ Confirm your migrated content has been imported into your Fall 2026 course (if applicable)
- ☐ Confirm required files, pages, assignments, quizzes, and course information (such as the syllabus) are present and up to date
- ☐ Remove placeholder or duplicate content
- ☐ Run the Link Validator and resolve any broken links

3. Verify Gradebook Setup

- ☐ Confirm assignment point values are correct
- ☐ Verify Assignment Groups and weighting (if used)
- ☐ Review Grade Posting Policy
- ☐ Configure late and missing submission policies (if used)

4. Review Dates & Availability

- ☐ Update dates for Week 1 assignments and activities
- ☐ Verify assignment, quiz, and module availability settings (if used)
- ☐ Confirm availability settings match your intended student access

5. Configure the Homepage

- ☐ Select what students will see when they enter the course (Homepage Options)
- ☐ If using the template, replace all placeholder text
- ☐ If using Modules as your Homepage, verify students can begin with Week 1

6. Verify the Student Experience

- ☐ Publish all content students need for the first week
- ☐ Use Student View to verify the course experience
- ☐ Confirm students can navigate the course and locate Week 1 materials
- ☐ Verify only the Course Navigation links you want students to use are visible
- ☐ Verify students can access and submit coursework

7. Publish Your Course

- ☐ Publish the course
- ☐ Leave future content unpublished until students should access it



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