

Must Do	Can Do	Please Don't
<p>Review Instructor Guidelines and the course syllabus</p> <p>Canvas Welcome Announcement</p> <ul style="list-style-type: none"> • Create a personal welcome announcement, or edit the existing <i>How to Navigate This Course</i> announcement <p>Syllabus Document</p> <p>Access and review the template in the MyFSCJ syllabus tool</p> <p>Review and edit after finalizing your course schedule and content</p> <p>Upload and publish final document to myFSCJ Syllabus Builder</p> <p>Canvas Syllabus Tool</p> <ul style="list-style-type: none"> • Add name and contact information to the <i>Meet Your Instructor</i> item • Paste the URL from your published syllabus to the <i>View and Download the Syllabus</i> item • Assign due dates to all graded activities listed in the <i>Course Summary</i> table (by default, items are listed in alphabetical order) <p>Communications</p> <ul style="list-style-type: none"> • Review documentation in the Canvas guide about Conversations 	<ul style="list-style-type: none"> • Set preferred module, item and assessment availability and due dates • Review and adjust, per your course plan, quiz and exam settings regarding the number of attempts, time allotment and grade center record (Remember to update the student instructions and syllabus information.) • Convert existing assignments to Turnitin submission format for plagiarism checks • Include extra credit activities, if preferred • Edit online content items to clarify, highlight, and/or personalize them • Add readings and materials to complement and supplement those included in the course materials (Please be sure to consider copyright and ADA/Section 508 accessibility guidelines.) • Customize the discussions, as applicable, to consider your supplementary readings and materials, clarify your expectations or maybe include examples or appropriate current events • Ask questions as they arise (Please communicate with the CeL, CRC, your Program Manager or your dean, as appropriate) 	<ul style="list-style-type: none"> • Copy an earlier version of the course master from a prior term • Modify the formatting of the online content items (formatted for ADA/Section 508 accessibility) • Change the required or recommended texts and material posted in the syllabus • Eliminate assignments or assessments • Change module numbers or labels • Edit the module numbers or move assignments between modules

<ul style="list-style-type: none"> • Note the <i>Ask My Instructor a Question</i> link on the Global Navigation <i>Help</i> link • Note the Questions for the Professor discussion forum <p>Canvas Calendar</p> <ul style="list-style-type: none"> • Review; should populate when due dates are posted for graded activities <p>Links</p> <ul style="list-style-type: none"> • External <ul style="list-style-type: none"> ○ Check status of all links throughout the course materials ○ Notify the CeL of broken or invalid links via the <i>Course Feedback and Challenges</i> link in the Instructor Materials module • Internal (Course) Links <ul style="list-style-type: none"> ○ Check status and accuracy; edit if applicable <p>Quizzes/Exams</p> <ul style="list-style-type: none"> • Review details and set availability dates • Publish for students to access (default setting is unpublished) 	<ul style="list-style-type: none"> • Offer feedback to the CeL on the course materials as thoughts come to mind or discoveries are made 	
--	--	--

<p>Assignments</p> <ul style="list-style-type: none">• Review details and set availability dates, as needed• Review rubric, if applicable• NOTE: Canvas defaults to multiple submissions; review how to manage at https://community.canvaslms.com/docs/DOC-10082-415254251 <p>Discussions</p> <p>Review settings; if a focused discussion is preferred, uncheck <i>Allow threaded replies</i> option</p> <p>Canvas Grade Book</p> <p>Ensure the points possible for individual items match those posted in your syllabus, the rubrics and extra credit items that may have been added.</p>		
---	--	--