

Canvas Course Requirements

Quick Reference Information

For more details about the requirements listed below, consult the Course Design Toolkit found in the Canvas 101 Migration Page

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Master Shell Settings

- All Master Course Shells must follow these following naming conventions: [Course prefix]-[course number]-[course owner last]-MSTR-[Modality]

Examples:

- BIO-101-Schmerr-MSTR-ONL
- BIO-101-Schmerr-MSTR-F2F
- BIO-101-Schmerr-MSTR-CBE
- BIO-101-Schmerr-MSTR-ADJ

(Key: ONL = Online, F2F = Face-top-face, CBE = Competency Based Education, ADJ = Adjunct Shell)

Grade Book

All courses must utilize the Canvas Grade book. All grade books must be set up to include all graded elements of a course, and assigned the correct weights and percentages.

Course Navigation

Canvas allows faculty to control the course navigation menu items students can see and use in a course. (left hand column). *At minimum*, all courses must make the following navigation items visible to Students:

- Syllabus
- Announcements

- Modules
- Grades
- People
- Bookstore

Additional navigation items that must be made available if they are utilized in a particular course:

- Panopto
- Publisher content, like Cengage, Mindtap, or Pearson Revel
- Respondus Lockdown Browser
- Voicethread
- Zoom

Course Home Page

All courses must include a course Home Page. The course home page is the default landing place for students entering a course. (This is not a module's overview page). Course Home Pages must include:

- Course Description (This is not the description from the course catalogue. This is your "elevator speech" about your class – a general description of what students will study and learn.
- Instructor's name, email, Office hours,
- Link to zoom session (synchronous), course meeting times, link to syllabus
- Course Materials (Here's what you need to have for day one) Required and recommended.

Best Practice:

- Welcome Video to Course (Essentially this will cover course expectations overview and FAQs – e.g. "there is a discussion due weekly, etc.")

Course Introduction Module

- This module will house course orientation / overview information including at least the following:
 1. About the Instructor Page
 2. Course Expectations Page: This page provides an overview of how the course works - expectations, high level view.
 3. How to be Successful in this Course Pages (This includes three types of information):
 - 3.1 How to be Successful in College Page
 - 3.1.1 This is admin controlled – you do not need to do anything here
 - 3.2 How to be successful in Online Courses Page: Tips and Resources
 - 3.2.1 This is admin controlled – you do not need to do anything here
 - 3.3 How to be Successful in this specific course
 - 3.3.1 This is faculty controlled

- 3.3.2 Input information like (expect to read between 8 to 10 pages of each week, check in daily for announcements or discussion engagement, etc. (See Course Design Toolkit for details)

Course Content Modules

- Course modules and their content are to be organized chronologically by week or course topic and by the order of the coursework to be completed. (This is as opposed to organized by information type - e.g. not “assessments”, “handouts”, etc.).
- Each Module must include the following pages:
 - “Module Overview” Page (Module page gives description of module work (high level description), and lists outcomes.)
 - “Coursework” Page (Coursework page gives overview of the course work for that module)
 - All pages and content *within a module* must include a naming convention that identifies the module that content is found in.
 - E.g. Module 1 Discussion, Module 1 Quiz. Week 1 Discussion, Week 1 Video, etc.
 - This requirement is to help faculty. When viewing your assignments from the assignments page, if they are all labeled “Quiz” you’ll be looking at 15 quizzes and have no clear way to differentiate the quizzes from one another.

Page Content Formatting (Accessibility Considerations)

In accordance with ADA considerations, all courses must

- use preformatted headers / text.
- use alternative text for images
- use hyperlinks that are descriptive and clear (not just “click here”)
- maintain suitable text / background contrast