


## ESSENTIALS CHECKLIST FOR CANVAS

\_\_\_\_\_ specify dates for each module

Include the dates for each module—e.g., Module 1 (Week of May 4-10), Module 2 (Week of May 11-17)

\_\_\_\_\_ limit the use of colors or avoid altogether

On Canvas pages, limit the use of colors in order to increase accessibility. If you use colors, make sure they conform to accessibility standards by clicking on the symbol of a person in a circle—it looks like this  and can be seen once you click on “Edit” on any Canvas page.

\_\_\_\_\_ use accessible attachments

Post attachments as PDF or Word Document. PDF is recommended for maximum accessibility.

\_\_\_\_\_ use accessible tables

For tables in Canvas, build the tables using Canvas (maximizes accessibility)

\_\_\_\_\_ make “Syllabus” visible on the Course Menu

Use the Syllabus course menu item and make it visible even if your course syllabus is located in another part of the Canvas page.

Show faculty information, course description, learning objectives, assignments, grading, and course schedule on the page. Provide a link to the document containing the full version of the syllabus.

\_\_\_\_\_ provide “office hours”

Include a regular time and means whereby students can reach you (e.g., Zoom or phone) in your Syllabus.

\_\_\_\_\_ take the student’s perspective

Regularly use “Student View” to get the perspective of students working their way through course. This also confirms that what you want hidden is truly hidden.