COURSE SHELL CHECKLIST

☐ **Import your course materials**. If you are pulling from a previous course shell, [follow these import directions](#) to import your materials.

☐ **Check and adjust due dates**. When you import over, you can set up the new start dates, which will adjust your due dates to the spring semester, but you'll want to make sure they match the [semester calendar](#). Use the Assignments > Options > Edit Assignment Dates tab to shift things forward or align your dates.

☐ **Verify your links and images are intact**.

    ☐ Use the link validator under the **Settings** tab to check for broken links.

    ☐ Use student view to verify that students can see images and videos and they have imported properly. Reupload images and Kaltura videos where necessary.
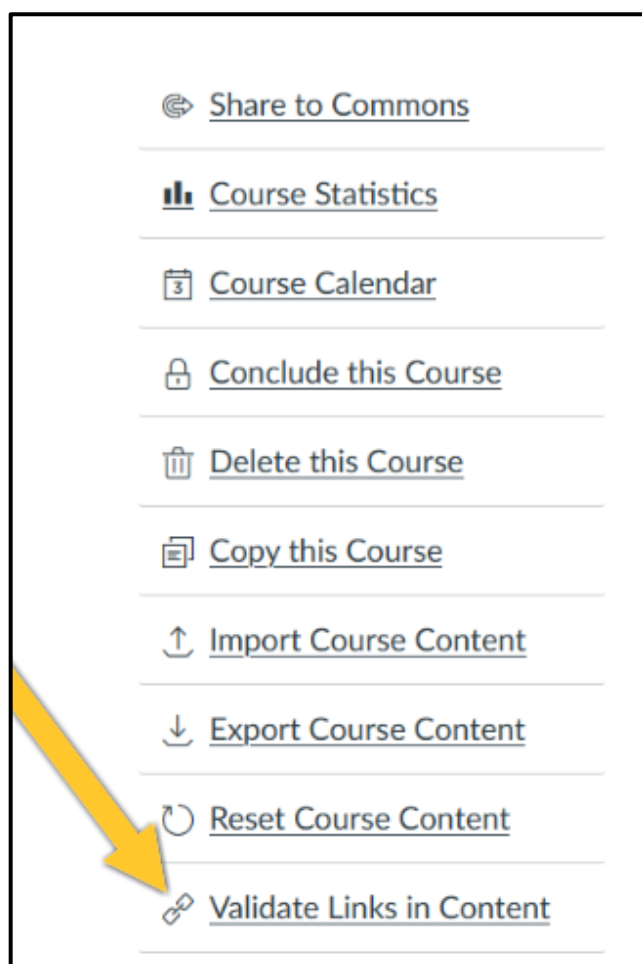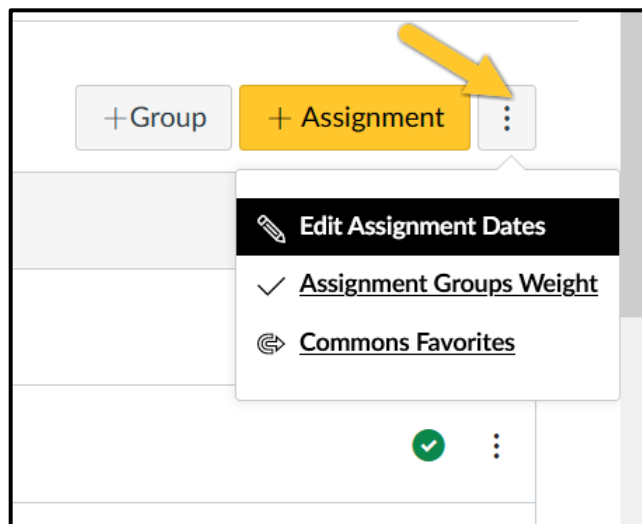
☐ Tip: Do not copy and paste text and images from one course to another. Use the Import function instead to reduce links breaking.

☐ **Make your course accessible**. Review that all images have alt text with them, which can be added using Panorama. When in edit mode in Canvas, you will see the meter show up at the bottom of the text box. Click on it and it will walk you through adding your alt text.
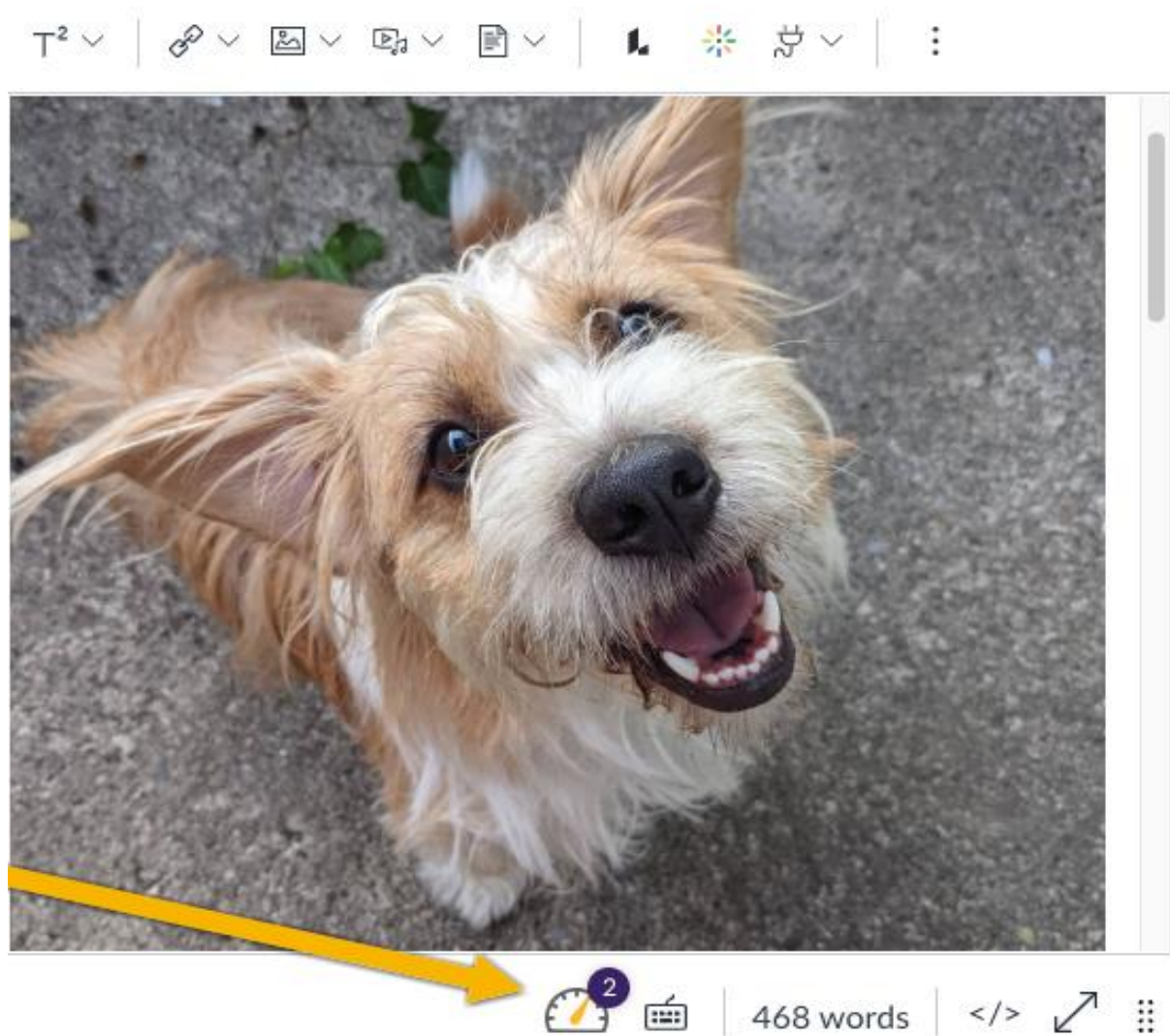
- ☐ Verify that your video captions are accurate, and don't contain any embarrassing or offensive errors. [Learn how to edit your closed captions here](#).

- ☐ **Set up your announcements**. You can schedule weekly announcements in advance. Schedule a welcome message to go to your students a few days before the semester starts containing the syllabus and textbook information, as well as any first week deadlines.

- ☐ **Publish the materials**. Once you are finished with all of your changes, make sure that the pages and modules are published as well as the course itself.
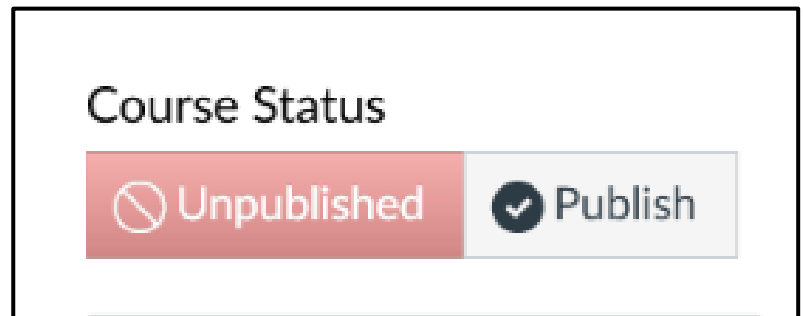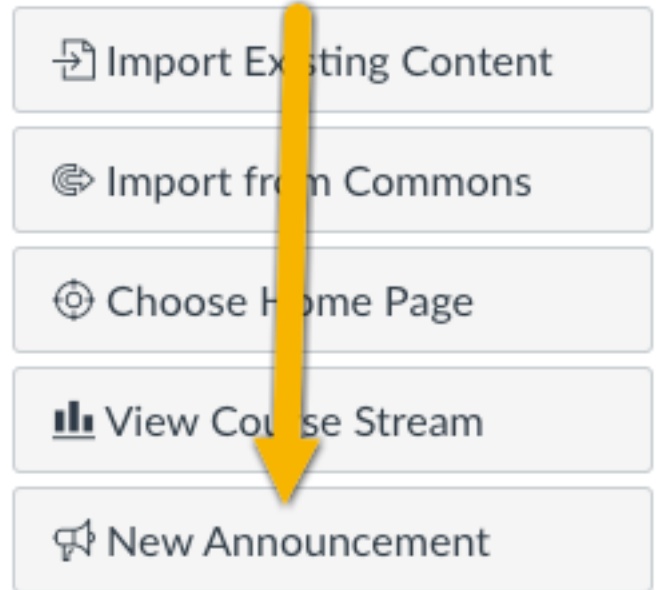
Additional Resources

Check out the [Knowledge Base](#) or review some of the how-to videos contained at [Video@NKU](#), as well as the trainings in [TalentED](#).

Still have questions? Contact [CETI@nku.edu](#) for assistance!

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