

Ready to publish a subject in Canvas?

This guide is a checklist to inform anyone looking after the design and upkeep of subjects in Canvas. We recommend you check the following settings, materials, assignment details and student views before publishing.

Legend

High priority

Medium priority

Review the learner experience

- Use Student View to see what your subject looks like from the student perspective and to check if subject content is published.

- Review and delete any unnecessary placeholder or yellow highlighted text.

- Use direct speech to address your learners.

- Check for accessibility of each page with accessibility checker in edit mode. Check out 'Tips on how to make your subject more accessible.'

- Make sure you have published any individual modules or content that you want students to see at the start of session.

Review the Get Started module

- Check all information is up-to-date and relevant to your subject.

- Check this module gives students a good understanding of the subject and what is required of them including the aims, learning outcomes, assessment task details, schedule of learning and participation expectations

- This module creates a sense of welcome and belonging for students through having a welcome message and introducing the teaching team.

Check settings

- Check the Navigation tab to ensure the left-hand navigation menu displays all the relevant items for your subject. If you're unsure about what should be visible, please contact your faculty liaison from the LX.lab.
 - Always hide Files.
 - Show at least Assignments, Announcements and Modules.

Review material and organisation

- The layout is consistent with the agreed organisation and navigation for the course.

- Provide meaningful context and instructions for all resources and files.

- Make sure all internal and external links are functioning correctly by clicking Validate Links in Content under settings

- Overall, ensure your content is clear, unduplicated, and relevant.

Assignments

- Don't worry if not all your assignments are not ready yet, keep them unpublished until you're ready for students to start seeing the submission area.

- Check assignment percentage weightings.

- You may not need to create Canvas Assignments for those that are being marked in REVIEW. Talk to the LX.lab for further information on this: [lodge a request with LX.lab services](#).

Review the 'Guiding Principles for your Canvas course' in LX Resources

- lx.uts.edu.au/resources/canvas-style-guide