

Canvas Quickstart Checklist for Remote Teaching

This guide will help you gather the materials necessary to begin teaching remotely in Canvas. This guide assumes that you teach on-ground and that you are not familiar with Canvas. It can be used in conjunction with the [Keep Teaching resources](#) provided by Digital Learning.

1. Locate a digital copy of your syllabus.

An editable Word document works well. If possible, use headings to organize the sections of your document.

2. Make sure your computer meets the system requirements.

Review the School of Professional Studies [Minimum System Requirements](#) and the [basic computer specifications and browsers](#) that Canvas supports.

3. Locate your NetID and password.

If you do not remember your NetID password, follow the [NetID Password Reset Guidelines](#). If you are still having trouble, you can contact SPS IT at facultyhelp.sps.northwestern.edu for assistance.

4. Log in to Canvas.

Using your NetID and password, log in to Canvas at canvas.northwestern.edu.

5. Find the Canvas site for your course.

It may appear in your Canvas Dashboard. See [How do I use the Dashboard as an instructor?](#)

If it does not appear in your Dashboard, click *Courses* in the left navigation and then *All Courses* in the menu that pops out. See [How do I customize my course list as an instructor?](#) Select your course.

Check student enrollment by clicking on *People* in the left course navigation. This will confirm that you are in the correct course site. See [How do I use the People page in Canvas as an instructor?](#)

6. Upload your syllabus.

At a minimum, you will want to provide students with the course syllabus. Upload the syllabus to the Canvas Files area. See [How do upload a file to a course?](#) You can tell students to look in Files for the syllabus via an Announcement (see below).

7. Publish the course and syllabus.

You must publish a course before students can access it. Students cannot see unpublished courses and content. See [How do I publish a course?](#) **Note:** After publishing the course, students will be able to see you building components in the course site.

8. Communicate how to find the syllabus to your students.

You can use the Announcements feature in the left navigation to send a message to all of your students. If you are drafting a message, assign it a date. Otherwise, it will be sent immediately. See [How do I add an announcement in a course?](#)

Note: Announcements will not be sent to students unless the course is published.

9. Adjust your notification preferences.

Canvas can send immediate, daily, or weekly notifications when there are changes to the course site. See [How do I manage my Canvas notification settings as an instructor?](#) and [How do I add contact methods to receive Canvas notifications as an instructor?](#)

10. Determine next steps.

Begin developing other components of your course in Canvas. Review the other tip sheets available on the [Distance Learning website](#), including *Holding an Online Class Session in Zoom*, *Assignments and Grading*, *Discussions*, and *Engagement*. If you are a School of Professional Studies faculty member and need additional support, please email distanceeducation@northwestern.edu.