

Canvas Foundation Readiness Checklist

A unit is considered ready for publishing when all applicable checklist items are met.

Navigation and orientation

- Unit navigation order matches approved structure:
 - Home
 - Modules
 - Reading List (if applicable)
 - Assignments
 - Assignment Extensions
 - Quizzes
 - Grades
 - Discussions
 - Announcements
 - Unit Outline
 - Surveys
 - Study help 24/7
 - IgniteAI Search
- Additional navigation items are placed at the bottom of the approved structure
- Unused navigation items are hidden from students
- *Quick Module Navigation* is present and correctly lists your unit modules

Unit structure

- Core modules and pages are present and named correctly:
 - Module: *About this unit*
 - Page: *Extended unit information*
 - Page: *Teaching team*
 - Page: *Schedule*
 - Page: *Copyright and this unit*
 - Module: *Assessment information*
 - Page: *General assessment information*
- Chosen module and page naming convention is consistent throughout your unit
- Unit schedule/s exist as a standalone page/s with accurate dates (for assistance managing multiple schedules please contact LT Team)

Core information and communication

- Your homepage includes:
 - A welcome announcement
 - A banner displaying the unit name (this is automatically included)
 - A short welcome to unit paragraph
 - 3 shortcut buttons (*About, Teaching Team, Schedule*) Only 1 announcement is visible on the homepage at any given time