# Remote Teaching Course Design and Delivery Checklist

Follow this checklist as you build your remote teaching course in Canvas.

## Before the Course Starts

#### Canvas - One-time Settings

* Update Your Canvas Profile
* Customize Your Canvas Notification Settings

### Outside of Canvas - Course Design

* Set Course Objectives
* Create Your Syllabus
* Conceptualize Your Course Design
* Create Your Course Schedule
* Create Your Course Content
* Create Your Course Files (Recorded Lectures, Word docs, PDFs, etc.)
* Organize Your Course Content
* Create Your Course Assignments and Discussions
* Create Your Course Assessments
* Record “Watch Before Class” Lectures

#### In Canvas - Course Development

* Create a Canvas Orientation for Students
* Activate Your Grading Scheme
* Upload Your Course Syllabus
* Upload Your Course Schedule
* Upload Your Course Files (Recorded Lectures, Word docs, PDFs, etc.)
* Integrate Your Assignments and Discussions
* Integrate Your Assessments
* Create Course Modules to Organize Everything

## During the Course Run

* Communicate with Students
* Run Your Live Sessions
* Share Your Live Session Recordings
* Use SpeedGrader to Grade Submitted Assignments and Assessments

## After the Course Concludes

* Send a Final Announcement to Students
* Provide a Link to Your SRTE
* Submit Grades to LionPath