


## Start-of-Semester Checklist for Faculty

Make sure you're ready for the semester!

### Canvas Course Setup

- [Upload your syllabus to the Syllabus section in Canvas.](#)  
Use Edit in the Syllabus description to upload your syllabus.
- Double-check all due dates in Canvas and your syllabus to ensure accuracy.
- Make sure links are updated and active. If you use Panopto, make sure Panopto videos are in the correct folders for the semester.
- In the course menu, verify that UNO Policies and UNO Academic Calendar are visible. These are automatically added for you.
- Check that textbooks and any publisher materials (e.g., Pearson, McGraw Hill) are properly integrated into Canvas.
- Check the [accessibility of your course materials](#).

### Importing Course Content

- Use "Import Existing Content" to copy a prior Canvas course but [import only what you need](#).
- DO NOT import the following default modules (they're already included and updated each semester):
  - Instructor Module (Do Not Publish) 
  - Welcome!
- Do NOT import Announcements from previous semesters. They are typically outdated and can confuse students.

### Visibility & Communication

- Publish your course so students can access it on time.
- Make sure your contact information and response time policy are easy to find. These can be in the syllabus, a separate Canvas page, or both. Just be consistent so students know how to reach you and when to expect a reply.
- Remind students to click into each Canvas course and check the syllabus. This supports automated financial aid attendance checks.

### Connecting with Students & Getting Prepared

- Introduce yourself and the course early via email or a short message.  
If you want to get fancy, you can use Panopto to record a video message and embed it in Canvas.
- Share course material info early, including any required books or platforms.
- Let students know if they'll need to bring a device (laptop or tablet) for any in-class work.
- Review your class roster (printed or electronic) before the first day.  
You can access it via the People link in Canvas.

### Professional Development

- Check the [CTI calendar](#) for helpful workshops, drop-in support, and training opportunities to support your teaching and course prep.