

CANVAS COURSE ASSESSMENT CHECKLIST

The goal of this checklist is to provide suggested steps for Canvas course assessment at Endicott College. These elements indicate an essential and standard design component to online learning.

Yes ✓	Criteria for Assessing Canvas courses - Home Page
<input type="checkbox"/>	Home Page provides instructor's name and brief welcome message
<input type="checkbox"/>	Home Page provides visual representation of instructor (e.g. brief personal video introduction, or a headshot)
<input type="checkbox"/>	Home Page provides navigation to modules. The link to a module that concentrates general information about the course (e.g. 'Start Here' module) is listed first, followed by the links to each week/unit module
Yes ✓	Criteria for Assessing Canvas courses - Modules
<input type="checkbox"/>	Content is "chunked" into manageable pieces by leveraging modules (e.g. organized by weeks, or units) Canvas Guide - Modules
<input type="checkbox"/>	The first module is dedicated to faculty bio, syllabus, mandatory program resources, and general information about the course (e.g. 'Start Here' module) and has a direct link from the home page
<input type="checkbox"/>	Modules and items within modules have a thoughtful naming convention (e.g. name the module "Chapter 1: Introduction to Geography," not just "Chapter 1")
<input type="checkbox"/>	Modules generally begin with an Introduction/Overview page and end with a Conclusion/Summary page to "bookend" each module
Yes ✓	Criteria for Assessing Canvas courses - Instruction
<input type="checkbox"/>	Instructor has provided learning outcomes for each module, unit, or week
<input type="checkbox"/>	Instructor has provided a task list for each module, unit, or week
<input type="checkbox"/>	Instructor has provided supplemental textbooks and additional resources , reading lists, and course materials under the "Start Here" module
Yes ✓	Criteria for Assessing Canvas courses - Discussions, Assessments, and Assignments
<input type="checkbox"/>	There is a "Welcome" or "Let's Get Acquainted" discussion in the first week of class
<input type="checkbox"/>	Detailed instructions and guidelines for completing assignments and discussions are provided

<input type="checkbox"/>	Multiple methods of assessments are used (e.g. discussion, written assignments, quizzes, etc.)
<input type="checkbox"/>	Multiple methods of content delivery are provided (e.g. slideshows, videos, podcasts, etc.)
<input type="checkbox"/>	SpeedGrader is used to provide feedback in assignments and/or discussions , in addition to scores Canvas Guide - SpeedGrader

Yes ✓	Criteria for Assessing Canvas courses - Accessibility
<input type="checkbox"/>	Blackboard Ally accessibility scores of 90% or more
<input type="checkbox"/>	Text is formatted using Rich Content Editor (e.g. use of Headings and paragraphs, ordered lists, etc.) Canvas Guide – Add Text Header
<input type="checkbox"/>	The Accessibility Checker function within the Rich Content Editor is used Canvas Guide – Accessibility Checker
<input type="checkbox"/>	Images are used to support course content and accompanied by text descriptions (Alt text) Canvas Guide – General Accessibility Design Guidelines
<input type="checkbox"/>	Videos include captions or have a transcript. Canvas Guide – General Accessibility Design Guidelines
<input type="checkbox"/>	Accommodation Statement is present and easily located (e.g., in the ‘Start Here’ module)

Yes ✓	Criteria for Assessing Canvas courses - Final Details
<input type="checkbox"/>	All links, files, videos and external URLs are active and working Canvas Guide - Link Validation
<input type="checkbox"/>	Copyright law is followed. Course breaks no copyright considerations Canvas Guide - Copyright Resources
<input type="checkbox"/>	Items not used are hidden from Course Navigation menu Canvas Guide - Navigation Links

We hope this list is helpful to you! A **checklist** can have several benefits: it helps people stay more organized by ensuring they don't skip any important steps in the process.

RESOURCES

[Canvas Course Evaluation Checklist](#), edited by the Academic Technology Department at Endicott College.

Other resources used in the original document, for your reference:

- [National Center on Universal Design for Learning](#)
- [Best Practices for Building Universal Design Principles into your Canvas Courses](#)
- [Share UDL Course Design Tips, Tricks, and Techniques](#), Kelley L. Meeusen, Clover Park Technical College
- [Universal Design for Learning Principles in Canvas](#), John Martin, UW-Madison
- [Implementing Universal Design for Learning on Canvas](#), Eric Moore, University of Tennessee
- [Noblesville Schools Quality Course Checklist](#) [Google Doc]. Noblesville Schools.
- [Online Course Best Practices Checklist](#) [PDF]. (2012). Palomar College Academic Technology Dep.