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| **ISD Canvas Checklist for Teachers**  |
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| **Home Page** provides visual representation of course; a brief course description or introduction; clear instructions for students (e.g., where to begin) and quick and easy navigation to current content. |
| ***District Essentials**** First your home page should include:
	+ name of the course (text, text with banner, banner with course name)
	+ teacher name and contact info (email and phone)
	+ Link to page on how to navigate my course which should include Information on course textbook
* Next be sure to include quick access tools used in your course (e.g. Textbook, tech tools, and other High Traffic Items such as Modules, Meeting Links)

*Rationale: The parent mobile app does not display the course navigation.* | ***School Essentials/Considerations**** School colors
* School specific buttons or images
* Teacher Bio pages with more details and personalization
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| **Course Navigation** is clear and consistent (unused items are hidden). [Canvas Guide - Navigation Links](https://community.canvaslms.com/docs/DOC-12933-415257079) |
| ***District Essentials**** Alphabetized navigation
* Visible Items include:
	+ Announcements
	+ Grades
	+ Modules and/or Assignments. If using modules, place newest module at the top.
	+ Syllabus (beginning 23/24 teachers must use the Canvas Syllabus tool to include at a minimum the course description, grading policies, and grading scale)
	+ Classroom or Program Expectations
* People must remain hidden; unless specifically used for groups
* School Resources specific to building
	+ The School Resource page will be developed by Ed Tech/School Leadership. Teacher is asked to include it in their course navigation. The resource page will include links to:
	+ [Canvas 101 for Students](https://issaquah.instructure.com/courses/9272) and [Canvas 101 for Parents](https://issaquah.instructure.com/courses/9180)
	+ School website
	+ School specific links (e.g. Skyward, school website, counseling, etc.)
	+ [Course accessibility statement](https://issaquahwednet.sharepoint.com/%3Aw%3A/s/EdTechTeam374/ERYnKXO62H5CvhwZPttw41QBiRhYsEX6oQ_xq6WYhSNuaQ?e=EVUzDz) (examples)
 | ***School Essentials/Considerations**** School-based or course-based decisions
* Additional items to include in the Syllabus
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| **ISD Canvas Checklist for Teachers** |
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| **Course Content and Accessibility:** [Canvas Guide - General Accessibility Design Guidelines](https://community.canvaslms.com/docs/DOC-2060-general-accessibility-design-guidelines) |
| ***District Essentials**** Run the Accessibility checker on all course pages and when available in the Rich Content Editor.
* High contrast color schemes should be used when appropriate and checked with the accessibility checker.
* Images added to the course need to include Alt Text which describes the image. Example for an image used as a button to access the textbook, the alt text may read “link to textbook”
* Hyperlink text incorporates the hyperlink destination/purpose. Avoid raw URLs, e.g., <https://www.canvaslms.com> and include words and phrases to provide context for screen-readers. Example: use “[Canvas Guide](https://community.canvaslms.com/t5/Guides/ct-p/guides)” with the text Canvas Guide linked to the URL rather than pasting the raw URL. More on [WebAim - Introduction to Links and Hypertext](https://webaim.org/techniques/hypertext/#screen_readers).
* Copyright law is followed. Course breaks no copyright considerations. [Canvas Guide - Copyright Resources](https://community.canvaslms.com/thread/21298-copyright-resources)
* Audio materials (mp3, wav, etc.) are accompanied by a transcript and videos / screencasts are closed-captioned. [Canvas Guide - Create Caption Files](https://community.canvaslms.com/docs/DOC-13051-4152719749)
* Tables are used appropriately and are accessible. [WebAim - Creating Accessible Tables](https://webaim.org/techniques/tables/)
 | ***School Essentials/Considerations**** **Course card** provides visual representation of the subject by adding an image in Course Settings. [Canvas Guide - Add Image to Course Card](https://community.canvaslms.com/docs/DOC-12780-4152626354)
* Consider school images color themes (for Canvas border or pages). Should maintain high contrast for accessibility purposes.
* Consider school images for all staff to use
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Adapted from the [Canvas Course Evaluation Checklist](https://community.canvaslms.com/t5/Instructional-Designer/Course-Evaluation-Checklist-v2-0/ba-p/280349) from the Canvas Community by Deonne Johnson.