|  |  |
| --- | --- |
| **ISD Canvas Checklist for Teachers** | |
|  | |
| **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 |
| **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/:w:/s/EdTechTeam374/ERYnKXO62H5CvhwZPttw41QBiRhYsEX6oQ_xq6WYhSNuaQ?e=EVUzDz) (examples) | ***School Essentials/Considerations***   * School-based or course-based decisions * Additional items to include in the Syllabus |

|  |  |
| --- | --- |
| **ISD Canvas Checklist for Teachers** | |
|  | |
| **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 |

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.