WSU-SOM Canvas Course Checklist

Canvas (Login with your WSU AccessID & associated Password)

Course Set-up & Menu Sections
- ○ Update course navigation menu (order and disable unused menu items)
- ○ Create Student Groups/Sections (contact SOM Curricular Affairs Office)

Course Home Page – If applicable
- ○ Add and set course home/landing page
  - ○ Wayne State University School of Medicine-Competencies and Institutional Objectives
  - ○ CD/Coordinator contact information & availability
  - ○ Tech Support contact (mededsupport@med.wayne.edu)
  - ○ Digital Media Copyright Guidelines for Faculty & Staff

Primary Course Menu Items
Other course menu items should be disabled if not applicable.
- ○ Syllabus (contact SOM Office of Learning and Teaching for assistance)
- ○ Echo360 Recordings (contact SOM AV for assistance somav@med.wayne.edu)
- ○ Announcements (for all student course communications)
- ○ Modules
- ○ Discussions (Q&A forums)
- ○ Grades (If assignments are given)
- ○ SOM Library Resources
- ○ SOM Competencies and Learning Objectives
- ○ University Policies (Syllabus Supplement)

Required Course Modules – Scaffolding/Curriculum Organization
- ○ General/Orientation Information, Course Syllabus, and Exam Outlines
- ○ WSU-SOM Policies (Dependent on Segment and need)
  - ○ WSU-SOM Official M.D. Handbook and Policies (Student Handbook PDF)
  - ○ Duty Hours & Working Environment (Reference Handbook)
  - ○ Student Confidentiality and Access to Sensitive Information (Reference Handbook)
  - ○ Student Mistreatment Form
  - ○ Clerkship Duty Hour Violation Form
  - ○ Clerkship Grade Appeal Form
  - ○ Wellness Afternoon Online Report Form
  - ○ Clerkship Objectives
- ○ Individual content modules (organized by date, order, section, and or activity)
- ○ External Resources
  - ○ Suggested eBooks and required/supplemental resources
- ○ Health & Wellness Resources

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Pages
- ○ Organized within modules by date, order, section, and or activity
- ○ Ensure pages and materials are posted and published
  ([check content visibility in Student View](#))

Activity Pages and Assignments/Quizzes (Should Include):
- ○ Overview
- ○ Date & time of activity
- ○ Objectives
- ○ Instructions/Expectations / Activity Logistics
- ○ Materials (e.g.; slides, notes, guides, recordings)
- ○ Requirements (e.g. Due Date)
- ○ Student assignment groupings
- ○ Location (In Person/Live via Zoom/Asynchronous)
  - ○ Zoom link or room location

Canvas Calendar
- ○ Add course calendar events (managed by SOM Curricular Affairs Office)
  - ○ Required date/times, assignment groups, and location (activity zoom links if applicable)

Canvas Course Cross-Check & Publishing
- ○ Content links (ensure all links, files, videos and external URLs are active and working)
- ○ Content availability of modules, pages, assignments, quizzes (published/not published)
- ○ *Publish the course!*
- ○ [Send welcome announcement](#)

WSU-SOM Canvas Support Resources
- ➤ [The Medical Education Support Group](#)
  mededsupport@med.wayne.edu
  (313) 577-1086

- ➤ WSU Canvas Support
  [Canvas - C&IT Knowledge Base](#)
  [WSU Canvas Warrior Course Guide](#)

- ➤ Canvas – Infrastructure Community
  [Canvas Instructor Web-Based Guide](#)

[Medical Education Support Group](#) | mededsupport@med.wayne.edu | [Canvas Support](#)

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