

INSTRUCTORS ONLY



Before Term

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During Term

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After Term

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Additional Canvas Resources

- [GoCanvas for Instructors](#)

● ● ● COURSE SET UP

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Access Course Materials

Make sure you have all required course materials including the **correct edition of the required textbook(s)**.

Access the course *syllabus* from the course menu.

Check the “*Required Course Materials*” section in the syllabus. If you need a **textbook or other resource** reach out to your program representative.



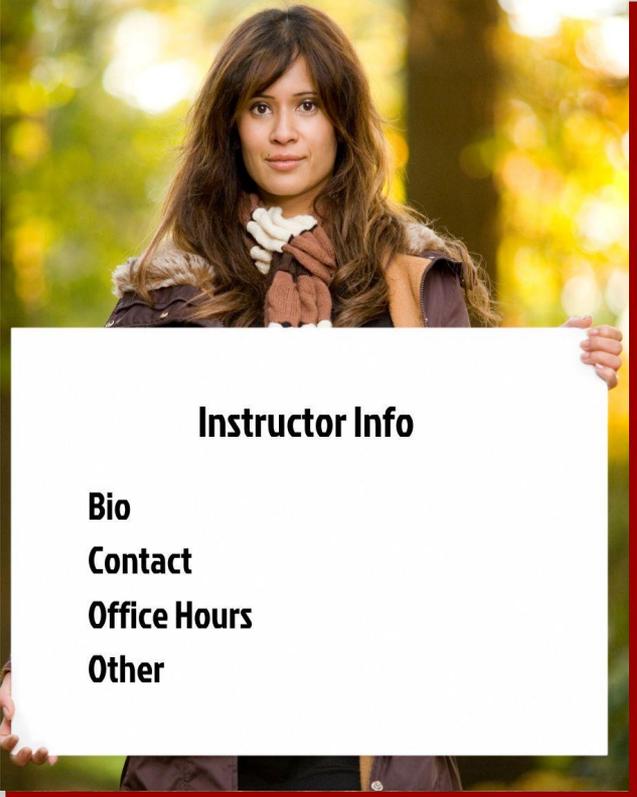
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Add Instructor Information

Complete the **Faculty Contact** page before course begins.

- Select *Modules* on the course navigation menu
- Scroll down to the *Start Here* section
- Select the *Faculty Contact* page
- In the top right corner, click *Edit*.
 - Populate this page with content about yourself.
 - Add a video or picture
 - Include office hours (2-3 hours per week)
 - Add contact information
- When you are satisfied with the content and layout of the page, click *Save*.



Instructor Info

Bio

Contact

Office Hours

Other

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Validate Links

To quickly check all links within the course, run a link validation checker.

Guide: [Validate Links](#)

If there are broken links or missing information, email Canvas@apu.edu or contact your *department chair*.

Note: The link checker may not recognize some APU library article links as working, so check to make sure you are able to access the article through the link. If you are able to access the article, then ignore the results of the link validator for these items.

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15 16 17
**DUE
DATE!**
22 23

Check Assignment Dates

Check weekly activity and assessment due dates by clicking *Modules* on the course navigation menu, and ensure all dates are correct.

Guide: [How to Update Due Dates](#)

● ● ● COURSE SET UP

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Publish Course

Before students can access a course and its contents, it must be published.

To check if your course is published, navigate to the Homepage, and on the right sidebar click the *Publish* button.

Guide: [How to Publish a Course](#)

● ● ● COMMUNICATION

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Send Welcome Email

Begin building community, by sending an email that you would appreciate receiving if you were an online student.

At least a week before the course starts, email students a welcome email via your *Class Roster* at [Home.apu.edu](https://home.apu.edu) or via *Canvas Inbox*.

Response time to student emails: up to *24-36 hours*

Guide: [Using Inbox as an Instructor](#)



ANNOUNCEMENT



Post First Announcement

Announcements are key to keeping your students engaged. Post an announcement to display on the first day of class using the *Delay Posting* option.

- **Guide:** [Announcements](#)
- **Guide:** [Delay Posting an Announcement](#)

Announcement Presence: Weekly recaps, and supplemental information. Video/voice announcements preferred.



AI Use Policy

Review the APU AI Policies and choose one.

Post an *announcement* explaining your AI policy for your course.

Access: [APU AI Policies for Instructors](#)

Resource: [Teaching with AI](#)

● ● ● ENGAGE STUDENTS

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Add Weekly Announcements

Post a **weekly** written or video announcement with:

- highlights for the week's upcoming readings, multimedia, and topics
- clarifying notes, troubleshooting, links to resources, and guidance for upcoming assignments
- current events relevant to the course topics
- reminders about meeting opportunities
- anything else to get students excited about the course

ENGAGE STUDENTS

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Discussions

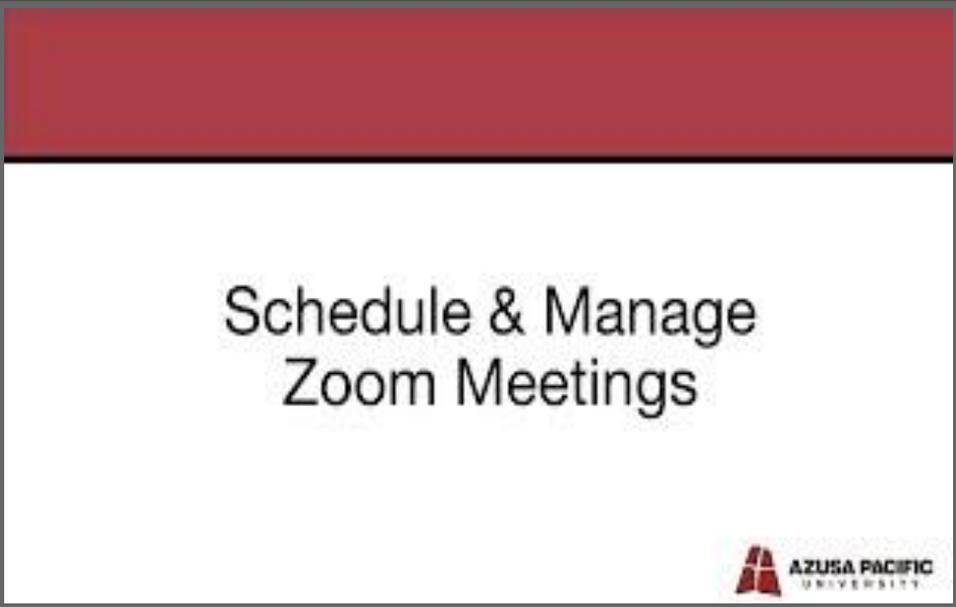
Engage students weekly in their discussion prompts:

- Post a response to individual student posts in **Class Introductions Discussion**.
- **Post in all other course discussions** addressing themes that are emerging during the week's discussion, providing additional resources, or asking follow-up questions.
- Provide weekly responses in writing or video to facilitate learning.

Guide: [Managing Discussions](#)

••• ENGAGE STUDENTS

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A screenshot of a Zoom meeting management interface. The top half of the image is a solid red bar. Below it, the text "Schedule & Manage Zoom Meetings" is centered in a large, black, sans-serif font. In the bottom right corner, there is a small logo for Azusa Pacific University, which consists of a stylized red 'A' followed by the text "AZUSA PACIFIC UNIVERSITY" in a smaller, black, sans-serif font.

Schedule & Manage
Zoom Meetings



Using Zoom

Instructors are encouraged to hold Zoom sessions and offer a mentorship experience.

- If the class *asynchronous*, Zoom sessions are *optional*.
- If the class is *synchronous*, Zoom sessions are required. Discover the days and times of your class meetings, select *My Class Schedule* at [Home.apu.edu](https://www.home.apu.edu)

Resource: [Using Host Controls](#)

Resource: [More Zoom Features](#)

••• SPEEDGRADER

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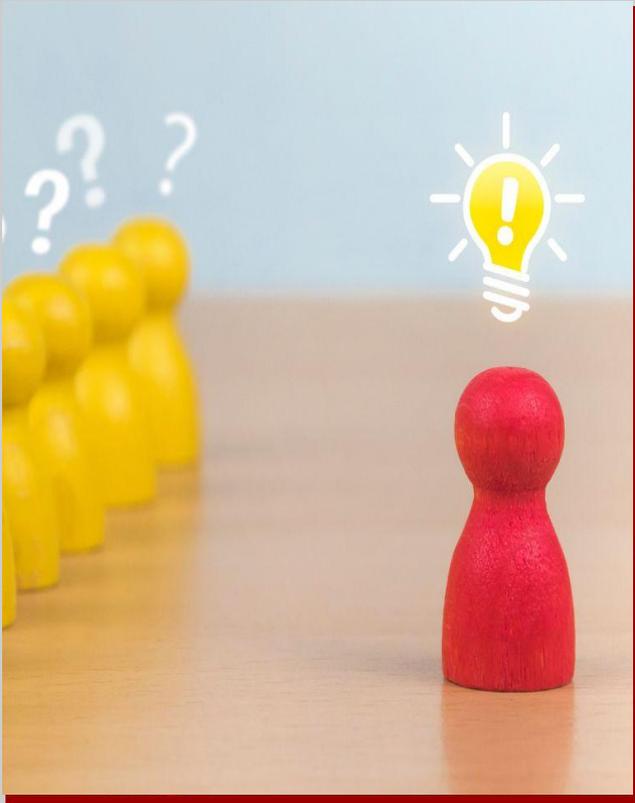
Grading with SpeedGrader

When its time to evaluate student work, **SpeedGrader** provides an effective way to view, grade, and provide feedback on student submissions.

Response time to grading assignments: *up to one week*

Video: [Grading with SpeedGrader](#)

Guide: [Using SpeedGrader](#)



Feedback

Provide prompt feedback (via SpeedGrader) for student submissions that is **relevant, personable, and adds value** to the learning encounter.

- *Avoid generic feedback: “Great job!”*
- *Instead, use student’s name, share your expertise, and demonstrate you read the student’s work, and identify strengths and areas for development.*

Resource: [Best Practices for Teaching Online](#)

FINAL GRADES

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How to Submit Final Grades

There are 2 places to submit final grades: *Canvas & PeopleSoft*

1. Canvas. At the *end of the course*, go to *Grades*, ensure every cell has an accurate grade in your course. If students did not submit work then the cell would receive a “0” **do not leave gradebook cells blank**. When gradebook complete, select *Sync*, to *Sync grade to SIS*.

2. After Syncing Grades in Canvas you must approve them in PeopleSoft. Navigate to [Home.apu.edu](https://home.apu.edu), sign in, then select your course *Grade Roster* to approve final grades.

Guide: [Faculty Grading Instructions](#)

