



Course Set-Up Recommendations

This resource can be used to help create inclusive online learning environments through incorporating [Universal Design for Learning \(UDL\)](#) guidelines, [student wellbeing practices \(SW\)](#), and [web content accessibility guidelines \(WCAG\)](#) when creating course materials in Canvas.

Category	Criteria	UDL	SW	WCAG
Home Page	Provides key information (or links). This includes: brief course description or introduction, indicator on where to begin (e.g. course overview page or introduction module), and contact information for instructor(s), teaching assistant(s), technical support, and other resources to support student learning.	X	X	
	Navigation menu is customized by minimizing the number of menu items and prioritizing their order. Canvas Guide - Course navigation	X		X
Syllabus	Syllabus provides complete and descriptive information about the course. UBC Syllabus template , UBC Senate syllabus policy , and Learner-Centered Syllabus .	X	X	
Course Content	Content is organized into manageable pieces by leveraging modules and the organization across modules is consistent (e.g. organized by topics, weeks, units). Canvas Guide - Modules	X	X	X
	Modules are organized using text headers and indentation. Canvas Guide - Add text header	X		
	Modules and items within modules describe the content and have a clear naming convention (e.g. name the module “Chapter 1: Introduction to Design,” not just “Ch. 1”).	X	X	
	All course activities (e.g. assignments, discussions, quizzes) are linked in the related module .	X		
	Accessibility standards (e.g. text, colors/contrast, alt text for images, captioning or transcripts for videos) have been checked for content created in the Rich Content Editor using UDOIT . Canvas Guide - Accessibility checker	X		X
	Page and section headers are formatted using heading styles (not font sizes) and content is organized in a hierarchical and logical fashion. Canvas Guide - General Accessibility Design Guidelines	X		X
	Hyperlink text uses phrases that describe the content of the linked page (i.e., avoid generic phrases like “Click here” or using a raw URL such as https://www.ubc.ca).	X		X
	All course information and materials are correct and free from typos and grammatical errors before posting.	X	X	
Interactions	There is a “Welcome” or “Let’s Get Acquainted” discussion and students are encouraged to introduce themselves to their classmates to make connections.	X	X	
	Your information has been entered in your Canvas profile Canvas guide - Instructor profile		X	
	Interactions are structured in a way that support learning and include: student-instructor interaction (e.g. announcements, quality feedback, discussions), student-student interaction (e.g. discussions, collaborative projects and/or peer feedback), and student-content interaction (e.g. resources with which students must interact and not just read or watch).	X	X	
	A monitored discussion board is provided and its use is encouraged for course support issues.	X	X	
Assessments & Activities	Each activity and assessment (e.g. discussion, assignment, quiz) has a detailed description, assessment criteria (if applicable), due date(s) and instructions for submitting the assessment.	X	X	

View detailed recommendations at [https://wiki.ubc.ca/Documentation:CTLT Resources/Course Set Up Recommendations](https://wiki.ubc.ca/Documentation:CTLT_Resources/Course_Set_Up_Recommendations).

