



PREPWORK

- Request a Canvas site via eee.uci.edu
- Identify the EEE features you utilize to deliver the course
- Determine the important dates for lectures, assignment deadlines, etc.
- Update the course syllabus



Folders & Files
STEP 1

- Review the file types and create the file folder structure on Canvas
- Download the files from EEE to your computer
- Upload the files downloaded earlier to the appropriate folders in Canvas



Assignments
STEP 2

- Review and organize EEE assignments in groups (e.g. Participation, Quiz, etc.)
- Create assignment groups with grade percentage weights for each group
- Create assignment shells with due dates & points in the desired assignment groups



EEE Websites
STEP 3

- Create blank Canvas pages (placeholder) that mirror the existing EEE webpages
- Hyperlink the blank Canvas pages and create a site menu on top of every page
- Copy the EEE webpage content and paste in each of the mirrored Canvas page



Canvas Module
STEP 4

- Create Canvas modules (e.g. week 1, lesson 1, topic 1, etc.)
- Add quiz questions, rubrics, instructions, and related files for each assignment
- Insert learning materials and assessments in each module
- Configure learning pathway (prerequisites)



Grade Book
STEP 5

- Conduct quality check to ensure each graded assignment has given a deadline and grade value
- Verify the grade percentage for each assignment group
- Review the gradebook and organize the structure
- Reset the course home page

For more information, visit the EEE Canvas resource website at <https://help.eee.uci.edu/canvas/>