

FTCC Course Kickstart Checklist

Settings, navigation, syllabus, grading, and required launch setup

FTCC NOTE: This resource follows the workshop checklist. It does not include Classic Quizzes or Canvas-integrated AI features.

Complete these steps in order

- ☐ Confirm you are editing the correct course and term.
- ☐ Review Course Settings, course dates, visibility, and participation settings.
- ☐ Arrange Course Navigation in this order: Home, Announcements, Simple Syllabus, Modules, Grades.
- ☐ Disable the Canvas Syllabus link and every unused navigation link.
- ☐ Enable only tools used in the course, including Panopto, Class Collaborate, LockDown Browser, approved publisher tools, and NetTutor for 100% online courses when applicable.
- ☐ Confirm the approved FTCC Canvas template banner appears.
- ☐ Confirm Simple Syllabus is visible and accessible to students.
- ☐ Set the grading scheme to match the approved syllabus grade scale.
- ☐ Create assignment groups that match the syllabus categories.
- ☐ Set assignment-group weights and confirm the total equals 100%.
- ☐ Review missing and late policies before using them.
- ☐ Set up the approved census activity according to FTCC directions.
- ☐ Check copied content for old dates, duplicate items, and obsolete links.
- ☐ Enter Student View and verify the navigation order, Simple Syllabus, starting point, and first required activity.

Navigation decision rule

Keep visible	Show only when used	Hide
Home, Announcements, Simple Syllabus, Modules, Grades	Panopto, Class Collaborate, LockDown Browser, approved tools, NetTutor when required	Canvas Syllabus and all unused tools

Official resources

[Course Navigation](#) (external)

[Assignment groups](#) (external)

[Weighted grades](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open the course and select Settings.	Begin in the correct FTCC course and term.
2	Select Navigation.	Place the five required links in the approved order.
3	Move unused links below the divider.	Disable the Canvas Syllabus link and other unused tools.
4	Select Course Details.	Review dates, visibility, and grading scheme.
5	Open Assignments.	Confirm assignment groups and weights match the syllabus.
6	Enter Student View.	Verify the student-facing navigation and starting point.