

Assignment and New Quiz Setup Checklist

Configure the activity, place it in the learning path, and verify the student experience

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

Every graded activity

- ☐ Use a descriptive student-facing title.
- ☐ State what students will do, submit, and receive.
- ☐ Set points or the intended grading method.
- ☐ Place the activity in the correct assignment group.
- ☐ Choose the correct submission type.
- ☐ Set attempts when applicable.
- ☐ Set the due date and availability dates intentionally.
- ☐ Attach and review the rubric when used.
- ☐ Place the activity in the correct module.
- ☐ Publish the activity and its parent module.
- ☐ Preview or test the student experience.
- ☐ Open SpeedGrader and confirm grading and feedback options.

New Quizzes only

- ☐ Create the assessment with New Quizzes.
- ☐ Review instructions and overall settings before opening Build.
- ☐ Give every question a meaningful internal title.
- ☐ Choose a question type that matches the intended student action.
- ☐ Review points, answers, feedback, and partial-credit behavior.
- ☐ Use item banks intentionally and verify sharing or ownership.
- ☐ Preview the quiz before publishing.
- ☐ Confirm the quiz appears in the intended module and assignment group.

Due date versus access

Use	Setting
Tell students when it is expected	Due date
Prevent early access	Available from
Close access or submissions	Until
Control sequence	Module requirement or prerequisite

Official resources

[New Quizzes](#) (external)

[Assignment groups](#) (external)

[Weighted grades](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open Assignments and create or edit an activity.	Check title, instructions, points, group, submission, attempts, and dates.
2	Open the rubric area.	Attach and review criteria before students submit.
3	For a New Quiz, open Build.	Review question titles, types, answers,

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		points, and feedback.
4	Return to Modules.	Place and publish the activity in the student learning path.
5	Preview and open SpeedGrader.	Verify both the student and grading experiences.