

FTCC Course Readiness Review

A reusable final check before students enter the course

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

Course identity and access

- ☐ Correct course and term confirmed.
- ☐ Course and section dates reviewed.
- ☐ Visibility and participation settings reviewed.
- ☐ Required Course Navigation order confirmed.
- ☐ Unused navigation links disabled.

Required FTCC starting structure

- ☐ FTCC template banner present.
- ☐ Home page selected and current.
- ☐ “Welcome! Your Journey Begins Here!” is the first module.
- ☐ Instructor welcome and About Your Instructor are current.
- ☐ Introductory video included where required and accessible.
- ☐ Simple Syllabus is visible and opens correctly.
- ☐ Course Entry Quiz module and approved quiz are present.
- ☐ Opening announcement is current and identifies where to begin.

Learning path and grading

- ☐ Eight-module structure used when applicable.
- ☐ Each module includes an overview, learning content, activities/assessments, and wrap-up.
- ☐ Requirements, prerequisites, locks, and dates are intentional.
- ☐ Modules and required items are published.
- ☐ Assignment groups and weights match the syllabus and total 100%.
- ☐ Grading scheme matches the syllabus.
- ☐ Missing, late, and grade-posting policies are reviewed.

Student experience and final verification

- ☐ Files and links open for students.
- ☐ External tools include access, login, cost, and support directions.
- ☐ Accessibility Checker reviewed on key pages.
- ☐ Link Validator run and every result reviewed.
- ☐ Student View completed from Home through the first required activity.
- ☐ At least one assignment or New Quiz previewed and checked in SpeedGrader.
- ☐ Unresolved issues documented with next action, support contact, and target date.

Official resources

[Link Validator](#) (external)

[Student View](#) (external)

[Accessibility](#) (external)

[Panopto](#) (external)

Guidde-ready recording script

Scene	On-screen action	Voiceover
1	Begin on the Home page.	Follow the final readiness review in the same order students will enter the course.
2	Open Course Navigation and Settings.	Check required links, dates, visibility, grading, and tools.
3	Open Modules.	Verify the Welcome module, Course Entry Quiz, eight-module structure, publication, and sequence.
4	Run Link Validator.	Review every result instead of assuming every warning is an error.
5	Enter Student View.	Complete the final path through the first required activity.
6	Document unresolved items.	Record the next action, support contact, and target completion date.