

Simple Syllabus: FTCC Setup and Verification

Place the approved syllabus tool where students can find it.

FTCC Canvas Course Launch Resource | New Quizzes only | No Canvas-integrated AI features

Click Path

Course Settings → Navigation → Simple Syllabus

Why This Matters

FTCC requires Simple Syllabus in Course Navigation. Simple Syllabus and the built-in Canvas Syllabus link are not the same tool.

Steps

1. Open Settings and select Navigation.
2. Move Simple Syllabus into the enabled area.
3. Place it in this order: Home, Announcements, Simple Syllabus, Modules, Grades.
4. Move the built-in Canvas Syllabus link and unused links into the disabled area.
5. Select Save.
6. Open Simple Syllabus and complete or review the required FTCC content.
7. Use Student View to confirm students can open the correct syllabus.

Verify

- | | |
|---|--|
| ☐ Simple Syllabus is enabled in the required position. | ☐ The Canvas Syllabus link is disabled. |
| ☐ The syllabus matches the correct course and term. | ☐ Required content and dates are current. |
| ☐ Students can open it in Student View. | |

Important Limits and Common Mistakes

- Do not copy another institution's fields or approval workflow.
- Enabling the link does not prove the syllabus is complete.
- Use verified FTCC directions for completion and approval.

Primary Resource

FTCC-specific instructions pending confirmation for fields, workflow, and approvals.

Guide-ready recording path: Course Settings → Navigation → Simple Syllabus → demonstrate the essential setup → show the final verification step.