

Course Entry Quiz: Commons Import and Placement

Import the approved FTCC resource and place it correctly.

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

Click Path

Global Navigation → Commons → Search → Import/Download

Why This Matters

Use the approved FTCC Course Entry Quiz resource from Canvas Commons rather than recreating or substituting another activity.

Steps

1. Confirm the destination course name and term.
2. Open Commons and search for the exact approved FTCC resource.
3. Verify the owner, institution, description, and intended use.
4. Select Import/Download and choose only the correct course.
5. Return after the import finishes and locate the imported content.
6. Place the approved New Quiz in the Course Entry Quiz module.
7. Review Modules, Quizzes, Assignments, Pages, and Files for duplicates.
8. Review settings, publish the item and module, and test the locking sequence.

Verify

- | | |
|---|---|
| ☐ Correct FTCC resource is in the correct course. | ☐ Only one intended Course Entry Quiz remains. |
| ☐ The activity uses New Quizzes. | ☐ The quiz is in the correct module. |
| ☐ Requirement and prerequisite settings are correct. | ☐ Publication and access work. |

Important Limits and Common Mistakes

- Commons imports can add content to several Canvas areas.
- Do not assume imported dates, links, settings, or publication states are correct.
- Do not import into multiple courses unless intentional.

Primary Resource

Official Canvas Commons Guide: community.canvaslms.com/html/assets/Canvas_Commons_Guide.pdf

Guide-ready recording path: Global Navigation → Commons → Search → Import/Download → demonstrate the essential setup → show the final verification step.