

FTCC New Faculty Canvas Course Launch Workshop

Workshop Checklist: Learn, Build, and Verify

Name: _____

Department: _____

Course: _____

Date: _____

☐ Demonstrated ☐ Completed ☐ Verified

1. Welcome and Agenda

- ☐ Confirm the assigned course used during the workshop.
- ☐ Identify whether the course is blank, copied, inherited, or partially developed.
- ☐ Confirm Canvas access and note priority questions or support needs.
- ☐ Review the process: Demonstrate, Explore, Build, Verify, Support.

2. Getting Started in Canvas

- ☐ Access Canvas from the FTCC website and log in.
- ☐ Use a supported browser and create a bookmark.
- ☐ Work safely with multiple tabs and save changes.
- ☐ Recognize common editing mistakes and recovery options.
- ☐ Distinguish live, sandbox, and development courses.
- ☐ Distinguish published and unpublished courses, modules, and items.

3. Canvas Tour and Student View

- ☐ Locate Home, Announcements, Simple Syllabus, Modules, Grades, Pages, Assignments, Discussions, Quizzes, Files, Inbox, SpeedGrader, and Settings.
- ☐ Identify where Canvas items are created, stored, and displayed.
- ☐ Open Student View and verify what students can currently see.
- ☐ Recognize how unpublished modules or items affect access.

4. Course Kickstart: Settings, Navigation, and Required FTCC Setup

- ☐ Review course details, start/end dates, visibility, and participation settings.
- ☐ Place navigation in the required order: Home, Announcements, Simple Syllabus, Modules, Grades.
- ☐ Enable only tools used: Panopto, Class Collaborate, LockDown Browser, approved third-party tools, and NetTutor for 100% online courses.
- ☐ Disable unused links, including the Canvas Syllabus link.
- ☐ Apply the approved FTCC Canvas template banner.
- ☐ Set the grading schema to match the syllabus grade scale.
- ☐ Create assignment groups and weights that match the syllabus.
- ☐ Review late and missing policies when used.
- ☐ Set up the required census activity and verify in Student View.
- ☐ Set up Simple Syllabus and confirm student access.
- ☐ Review copied/imported content for duplicate or outdated items.

5. Student Starting Point and Course Entry

- ☐ Move "Welcome! Your Journey Begins Here!" to the top of Modules.
- ☐ Select and edit the course Home page.
- ☐ Edit the "Hello!" instructor welcome message.
- ☐ Edit "About Your Instructor" and add a photo and/or introductory video.
- ☐ Include an introductory video when required for a 100% online course.
- ☐ Provide Start Here directions, syllabus access, materials, technology requirements, support, and the first required action.
- ☐ Create a module titled "Course Entry Quiz."
- ☐ Add the FTCC-approved Course Entry Quiz from Canvas Commons.
- ☐ Create or schedule the opening announcement.
- ☐ Verify that students have one clear place to begin.

6. Modules, Files, and Student Experience

- ☐ Organize eight instructional modules when using the standard FTCC structure.
- ☐ Include a module overview with introduction, MLOs, and assignment summary.
- ☐ Include learning content, assignments, discussions, quizzes, and a module wrap-up.
- ☐ Use clear module names, logical order, and consistent item naming.
- ☐ Use dates in titles only when they improve clarity.
- ☐ Set requirements, prerequisites, availability dates, and locks intentionally.
- ☐ Set Modules 1-8 to unlock after the Course Entry Quiz module is completed when required.
- ☐ Publish both the module and each required item.
- ☐ Organize files, verify permissions, remove duplicates, and check links.
- ☐ Know the difference between removing from a module and deleting from the course.
- ☐ Test the first module in Student View.

7. Creating and Editing Canvas Content

- ☐ Create or revise a page in the Rich Content Editor.
- ☐ Use headings, concise text, and readable formatting.
- ☐ Add meaningful internal and external links.
- ☐ Add images with alternative text.
- ☐ Add files from Canvas Files or a device and verify access.
- ☐ Use tables only when needed and keep them readable.
- ☐ Check color contrast and use the Canvas Accessibility Checker.
- ☐ Use the 5 Ws: What, Why, Where, When, Who.

8. Assignments, Discussions, Quizzes, and Rubrics

- ☐ Choose the correct Canvas element for the activity.
- ☐ Write a descriptive title and clear student instructions.
- ☐ Set points, group, grading method, submission type, and attempts.
- ☐ Set due and availability dates correctly.
- ☐ Add and review a rubric when used.
- ☐ Place the item in the correct module and publish it.
- ☐ Review quiz settings, question types, question titles, and item-bank choices.
- ☐ Use discussion groups or peer review only when intended.
- ☐ Preview or test the item in Student View.
- ☐ Locate it in SpeedGrader and review feedback options.

9. Communication and Grading

- ☐ Create or revise the opening announcement.
- ☐ Use Announcements and Inbox appropriately.
- ☐ Review messages, notification expectations, and contact information.
- ☐ Use SpeedGrader to review, grade, and provide feedback.
- ☐ Review missing/late indicators and student grade visibility.
- ☐ Check the student Grades view.

10. Canvas-Connected Technology

- ☐ Locate and test Panopto and supported synchronous tools.
- ☐ Review LockDown Browser, publisher systems, and approved third-party tools when used.
- ☐ Verify where students access each tool and whether login or cost is required.
- ☐ Test internal and external links.
- ☐ Identify the correct support contact for each tool.
- ☐ Vet external resources before adding them.

11. Course Readiness Review and Follow-Up

- ☐ Verify required navigation order and hide unused links.
- ☐ Verify the FTCC banner, Welcome module, Home page, instructor information, Simple Syllabus, and Course Entry Quiz.
- ☐ Verify course dates, visibility, grading schema, groups, and weights.
- ☐ Verify the first module is organized, published, accessible, and ready.
- ☐ Verify at least one activity is correctly configured and available.
- ☐ Verify required files, links, and external tools work for students.
- ☐ Run the Canvas Link Validator and review or correct reported issues.
- ☐ Complete a final Student View review.
- ☐ Document unresolved issues, priorities, and support needed.
- ☐ Identify the next action, support contact, and target completion date.

Final Quick Check

- ☐ Students can enter the course and know where to begin.
 - ☐ Required elements are published and accessible.
 - ☐ Dates, grade settings, and activity settings match the syllabus.
 - ☐ The first instructional module is ready for student use.
 - ☐ Follow-up questions are clearly documented.
- Status: Complete / Needs Review / Help Needed / Not Applicable*