

FTCC New Faculty Canvas Course Launch Workshop

Participant Agenda | 8:00 a.m.-4:30 p.m.

Each agenda section matches the same numbered section in the workshop checklist.

Time	Checklist Section	What We Will Teach and Do
8:00-8:20	1. Welcome and Agenda	Goals, assigned course, current readiness, and priority support needs
8:20-8:50	2. Getting Started in Canvas	Access, browsers, bookmarks, tabs, saving, edits, sandboxes, and publication status
8:50-9:20	3. Canvas Tour and Student View	Core Canvas areas, where items live, and what students can see
9:20-9:30	BREAK	
9:30-10:40	4. Course Kickstart: Settings, Navigation, and Required FTCC Setup	Course settings, required navigation, FTCC banner, schema, gradebook weights, census, Simple Syllabus, and copied-content review
10:40-10:50	BREAK	
10:50-11:25	5. Student Starting Point and Course Entry	Welcome module, Home page, instructor information, Start Here directions, Course Entry Quiz, and opening announcement
11:25-12:00	6. Modules, Files, and Student Experience	Required module structure, naming, files, requirements, locks, dates, publication, and first-module testing
12:00-1:00	LUNCH	
1:00-1:35	7. Creating and Editing Canvas Content	Rich Content Editor, headings, links, images, files, accessibility, and the 5 Ws
1:35-2:20	8. Assignments, Discussions, Quizzes, and Rubrics	Instructions, submission and grading settings, dates, rubrics, question settings, publication, Student View, and SpeedGrader
2:20-2:30	BREAK	
2:30-3:00	9. Communication and Grading	Announcements, Inbox, messages, grades, feedback, missing and late work, and student grade views
3:00-3:25	10. Canvas-Connected Technology	Panopto, synchronous tools, LockDown Browser, publisher and external tools, links, access, cost, vetting, and support
3:25-4:15	11. Course Readiness Review and Follow-Up	Individual course work, Canvas Link Validator, final verification, unresolved issues, and support planning
4:15-4:30	Closing	Completed work, highest-priority next steps, support contacts, and target completion date

Workshop method: Demonstrate -> Explore -> Build -> Verify -> Support. Participants work directly in their assigned Canvas courses throughout the day.