

FTCC Course Kickstart Checklist

Settings, navigation, syllabus, grading, and required launch setup

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

Complete these steps in order

- ☐ Confirm you are editing the correct course and term.
- ☐ Review Course Settings, course dates, visibility, and participation settings.
- ☐ Arrange Course Navigation in this order: Home, Announcements, Simple Syllabus, Modules, Grades.
- ☐ Disable the Canvas Syllabus link and every unused navigation link.
- ☐ Enable only tools used in the course, including Panopto, Class Collaborate, LockDown Browser, approved publisher tools, and NetTutor for 100% online courses when applicable.
- ☐ Confirm the approved FTCC Canvas template banner appears.
- ☐ Confirm Simple Syllabus is visible and accessible to students.
- ☐ Set the grading scheme to match the approved syllabus grade scale.
- ☐ Create assignment groups that match the syllabus categories.
- ☐ Set assignment-group weights and confirm the total equals 100%.
- ☐ Review missing and late policies before using them.
- ☐ Set up the approved census activity according to FTCC directions.
- ☐ Check copied content for old dates, duplicate items, and obsolete links.
- ☐ Enter Student View and verify the navigation order, Simple Syllabus, starting point, and first required activity.

Navigation decision rule

Keep visible	Show only when used	Hide
Home, Announcements, Simple Syllabus, Modules, Grades	Panopto, Class Collaborate, LockDown Browser, approved tools, NetTutor when required	Canvas Syllabus and all unused tools

Official resources

[Course Navigation](#) (external)

[Assignment groups](#) (external)

[Weighted grades](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open the course and select Settings.	Begin in the correct FTCC course and term.
2	Select Navigation.	Place the five required links in the approved order.
3	Move unused links below the divider.	Disable the Canvas Syllabus link and other unused tools.
4	Select Course Details.	Review dates, visibility, and grading scheme.
5	Open Assignments.	Confirm assignment groups and weights match the syllabus.
6	Enter Student View.	Verify the student-facing navigation and starting point.

Student Starting Point Map

Build one unmistakable path from course entry to Module 1

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The required student path

Course Home	Welcome! Your Journey Begins Here!	Simple Syllabus	Course Entry Quiz	Module 1
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What belongs at each point

Location	Faculty check
Course Home	Welcome, where to begin, first required action, key date, support path.
Welcome module	Start Here directions, instructor welcome, About Your Instructor, materials, technology, support, syllabus access.
Simple Syllabus	The current approved syllabus through the required navigation link.
Course Entry Quiz	The FTCC-approved Commons resource in a module titled "Course Entry Quiz."
Module 1	Overview, MLOs, learning content, activities/assessments, and wrap-up.

Student View test

- ☐ Start on the Home page without using instructor-only shortcuts.
- ☐ Identify the first action in fewer than 10 seconds.
- ☐ Reach Simple Syllabus from Course Navigation.
- ☐ Open and complete the Course Entry Quiz path.
- ☐ Confirm Module 1 is unavailable before the required completion when locking is used.
- ☐ Confirm Module 1 opens after the prerequisite is satisfied.
- ☐ Check that no second page or announcement gives conflicting start directions.

Official resources

[Student View](#) (external)

[Module requirements](#) (external)

[Module prerequisites](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open the course Home page.	Show the single place students should begin.
2	Open Modules.	Move the Welcome module to the top.
3	Open the Welcome module items.	Confirm the instructor welcome, syllabus access, support, and first action.
4	Open the Course Entry Quiz module.	Confirm the approved quiz is present and published.
5	Enter Student View.	Follow the student path without instructor shortcuts.

Modules, Requirements, and Prerequisites

Set up the Course Entry Quiz gate and the eight-module learning path

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Three different controls

Control	What it does	FTCC use
Requirement	Defines what students must do inside a module.	Require completion of the Course Entry Quiz item.
Prerequisite	Requires completion of another module first.	Set the Course Entry Quiz module as the prerequisite for Modules 1-8 when required.
Unlock date	Opens a module on a specified date.	Use only when the course schedule requires a timed release.

Setup sequence

1. Create a module titled "Course Entry Quiz."
2. Add the FTCC-approved Course Entry Quiz from Canvas Commons.
3. Open the module settings and add a completion requirement for the quiz.
4. Choose the completion condition specified by FTCC directions.
5. Open Module 1 settings and add the Course Entry Quiz module as a prerequisite.
6. Repeat the prerequisite for Modules 2-8 when all instructional modules must remain locked until completion.
7. Publish the Course Entry Quiz module, the quiz, each instructional module, and every required item.
8. Test the locked and unlocked states in Student View.

Publication chain

- ☐ Course is published when appropriate.
- ☐ Course Entry Quiz module is published.
- ☐ Course Entry Quiz item is published.
- ☐ Instructional module is published.
- ☐ Every required item inside the module is published.
- ☐ Dates and file permissions allow access.
- ☐ Prerequisite points to the correct module.

Official resources

[Module requirements](#) (external)

[Module prerequisites](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open Modules and select the Course Entry Quiz module menu.	Add the rule that defines module completion.
2	Choose Edit and add a requirement.	Select the Course Entry Quiz and the required completion condition.
3	Open Module 1 settings.	Add the Course Entry Quiz module as a prerequisite.
4	Repeat for Modules 2 through 8.	Apply the approved prerequisite pattern consistently.
5	Enter Student View.	Verify the locked state, complete the entry step, and verify access.

Canvas Dates Decoder

Know which date sets expectations and which date controls access

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Date settings at a glance

Setting	Meaning	Controls access?	Faculty question
Due date	When work is expected.	No, not by itself.	When should students complete it?
Available from	Earliest access or submission time.	Yes.	When may students begin?
Until	Final access or submission time.	Yes.	When must access close?
Module unlock date	Date a module becomes available.	Yes.	When should this learning unit open?
Course dates	Overall course participation window.	Often, depending on settings.	When is the course generally active?
Section dates	Participation window for a specific section.	Can override course dates.	Does this section need different dates?

Examples

- A paper due Friday at 11:59 p.m. may remain available until Sunday if late submissions are accepted.
- An exam available from 8:00 a.m. until 10:00 a.m. closes at 10:00 a.m., even if the due date is later.
- A module unlock date can keep an entire module closed even when an item inside it has already opened.
- A student may still be blocked by a prerequisite even when all dates are open.

Date check before publishing

- ☐ The due date matches the syllabus and course schedule.
- ☐ Available-from and until dates reflect the intended access window.
- ☐ Module unlock dates do not conflict with item dates.
- ☐ Course or section dates do not close access unexpectedly.
- ☐ Copied items no longer contain dates from a prior term.
- ☐ The student-facing wording explains any late-work expectation.

Official resources

[Canvas Instructor Guide](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open an assignment and select Edit.	Identify the due date as the expected completion date.
2	Show the Assign To area.	Compare due, available-from, and until dates.
3	Open the module settings.	Show how a module unlock date adds another access control.
4	Enter Student View.	Verify the dates from the student perspective.

Publish and Visibility Troubleshooter

Use this sequence when students say, "I cannot see it."

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Check the visibility chain in order

- ☐ Is the student in the correct course and section?
- ☐ Is the course published and within the active course or section dates?
- ☐ Is the Course Navigation path visible?
- ☐ Is the parent module published?
- ☐ Is the individual item published?
- ☐ Are available-from, until, or unlock dates blocking access?
- ☐ Is a module prerequisite incomplete?
- ☐ Is the file published and accessible to course users?
- ☐ Does the external tool launch for students?
- ☐ Does the link work in Student View?

What the eye icon does not prove

- A published item can remain hidden inside an unpublished module.
- A published module can contain unpublished items.
- A valid instructor link can fail for students because of permissions.
- An open date window does not override an incomplete prerequisite.
- A visible navigation link does not guarantee the tool or content is configured.

Fast diagnosis table

Symptom	Most likely checks
Entire module missing	Module publication, unlock date, prerequisite, course dates.
One item missing	Item publication, item dates, module placement.
File opens for instructor only	File availability and permissions.
Tool appears but will not launch	Tool configuration, enrollment, vendor login, browser restrictions.
Link gives unauthorized message	Student permissions, source location, copied-course link.

Official resources

[Student View](#) (external)

[Link Validator](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Show a published item inside an unpublished module.	Explain why item publication alone is not enough.
2	Publish the parent module.	Check the next level of the visibility chain.
3	Review dates and prerequisites.	Show the controls that can still block access.
4	Open the linked file.	Verify student permissions.
5	Enter Student View and run Link Validator.	Confirm the complete student experience.

Assignment and New Quiz Setup Checklist

Configure the activity, place it in the learning path, and verify the student experience

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

Every graded activity

- ☐ Use a descriptive student-facing title.
- ☐ State what students will do, submit, and receive.
- ☐ Set points or the intended grading method.
- ☐ Place the activity in the correct assignment group.
- ☐ Choose the correct submission type.
- ☐ Set attempts when applicable.
- ☐ Set the due date and availability dates intentionally.
- ☐ Attach and review the rubric when used.
- ☐ Place the activity in the correct module.
- ☐ Publish the activity and its parent module.
- ☐ Preview or test the student experience.
- ☐ Open SpeedGrader and confirm grading and feedback options.

New Quizzes only

- ☐ Create the assessment with New Quizzes.
- ☐ Review instructions and overall settings before opening Build.
- ☐ Give every question a meaningful internal title.
- ☐ Choose a question type that matches the intended student action.
- ☐ Review points, answers, feedback, and partial-credit behavior.
- ☐ Use item banks intentionally and verify sharing or ownership.
- ☐ Preview the quiz before publishing.
- ☐ Confirm the quiz appears in the intended module and assignment group.

Due date versus access

Use	Setting
Tell students when it is expected	Due date
Prevent early access	Available from
Close access or submissions	Until
Control sequence	Module requirement or prerequisite

Official resources

[New Quizzes](#) (external)

[Assignment groups](#) (external)

[Weighted grades](#) (external)

[Student View](#) (external)

Guide-ready recording script

Scene	On-screen action	Voiceover
1	Open Assignments and create or edit an activity.	Check title, instructions, points, group, submission, attempts, and dates.
2	Open the rubric area.	Attach and review criteria before students submit.
3	For a New Quiz, open Build.	Review question titles, types, answers,

		points, and feedback.
4	Return to Modules.	Place and publish the activity in the student learning path.
5	Preview and open SpeedGrader.	Verify both the student and grading experiences.

FTCC Course Readiness Review

A reusable final check before students enter the course

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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)

Guide-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.