

Canvas Templates

What is a Canvas Template?

A Canvas template is a Canvas course shell that is pre-formatted and pre-populated with items such as modules, assignments, and pages. You can import a template into your Canvas course and then add your course content to those pre-built items.

Benefits:

- Using a Canvas template saves time! You don't have to build each individual item or module within your course – you can just focus on the course content.
- The structure and organization of the course will meet guidelines for best practices, so your students will have an easier time navigating the course. They can spend more time on the content and less time trying to find it.
- You can still edit the template - if there is an item or module that you don't need, you can delete it. It is still your course, but with a head start!

How do I find a Template?

The next pages give Instructions for importing the University of Denver's "Basic Template for Moving Courses Online" into your Canvas course. Once it is imported, you can start editing!

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Instructions for Importing Content Using Canvas Commons

Step 1: From your course's homepage, select "import from commons"

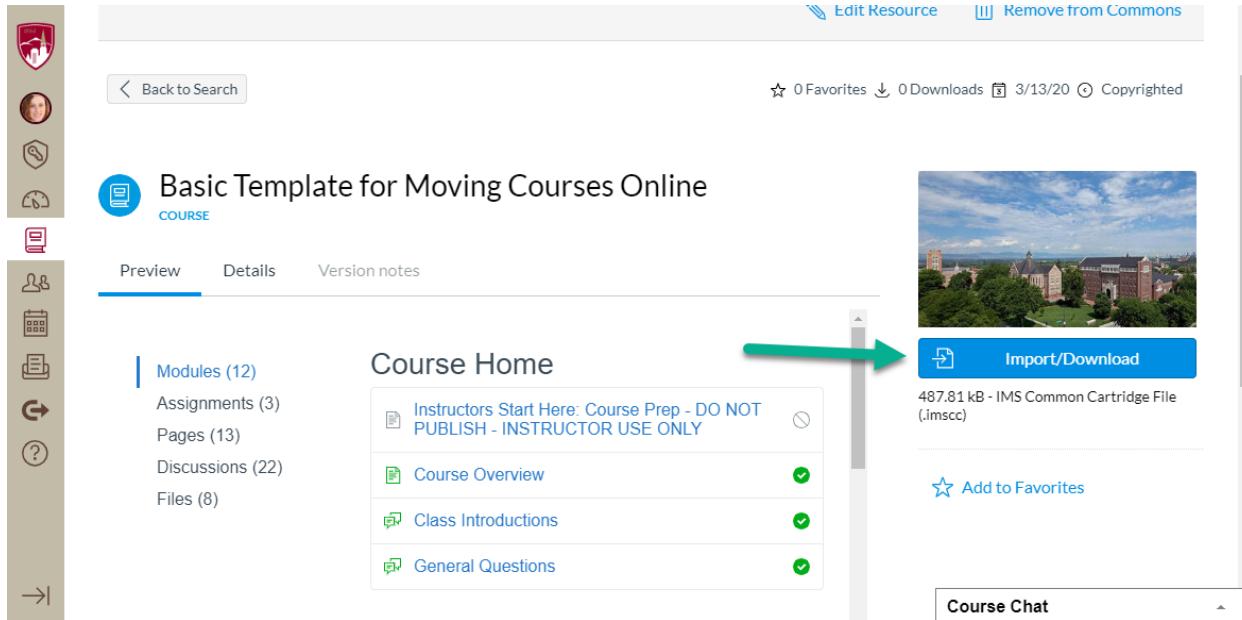
The screenshot shows the Canvas course homepage for 'Sample Course'. On the left is a vertical sidebar with various icons. The main area shows a navigation bar with 'View Progress', '+Module', and 'Course Status' (Unpublished). A large central icon is labeled 'Create a new Module'. To the right of the central icon is a vertical sidebar with options like 'Import from Commons' (which has a green arrow pointing to it), 'Choose Home Page', 'View Course Stream', etc. Below these are sections for 'Coming Up' and 'Course Chat'.

Step 2: Search for "Basic Template for Moving Courses Online" for the full course, or "DU Online Student Resources" for just the student resources page. Then click on the title of the item you want to import.

The screenshot shows the Canvas Commons search interface. The search bar contains the query 'Basic Template for Moving Courses Online'. Below the search bar, it says '1 result'. A card is displayed with the title 'Basic Template for Moving Courses Online', a thumbnail image of a university building, and details like 'Course', 'Undergraduate - Graduate', and 'Chelsie Ruge'. Below the card are '0' likes and '0' reviews. A green arrow points to the search bar, and another green arrow points to the result card.

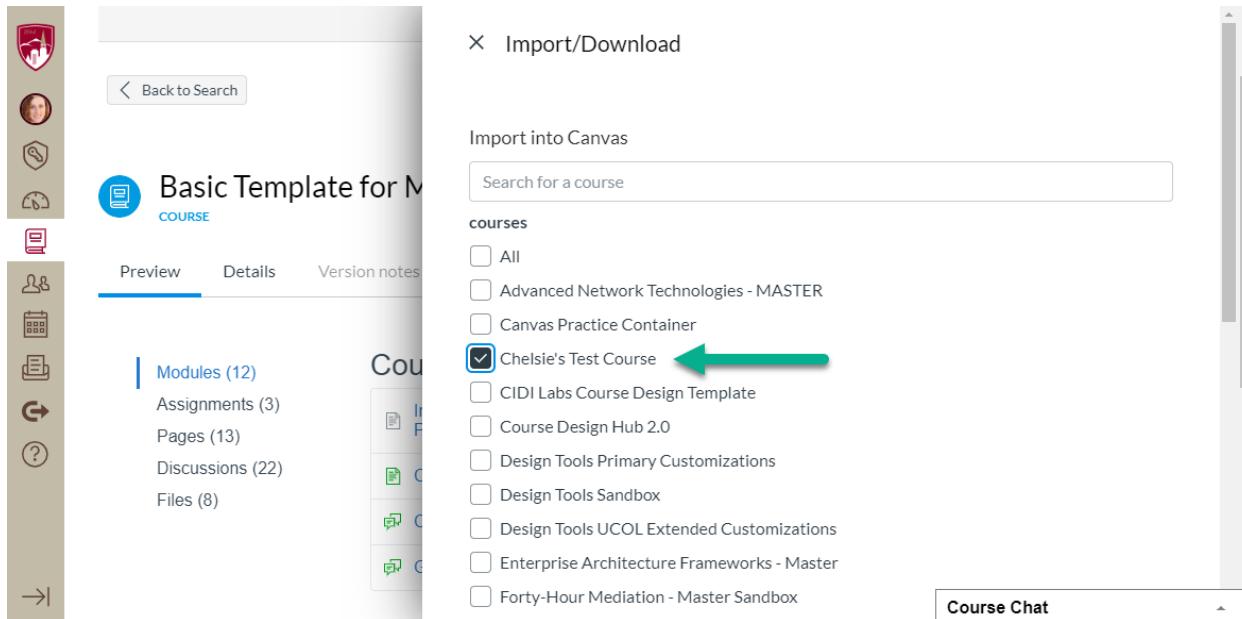
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Step 3: Click Import/Download



The screenshot shows a course page titled "Basic Template for Moving Courses Online". On the left is a sidebar with various icons. The main content area has tabs for "Preview", "Details", and "Version notes", with "Preview" selected. Below this is a "Course Home" section with a list of items: "Instructors Start Here: Course Prep - DO NOT PUBLISH - INSTRUCTOR USE ONLY", "Course Overview", "Class Introductions", and "General Questions". To the right is a sidebar with a large image of a university building, the file size "487.81 kB - IMS Common Cartridge File (.imscc)", and a "Import/Download" button. A green arrow points to this button.

Step 4: Check the box next to the course into which you would like to import the content. (If you have many, use the search field.)



The screenshot shows the "Import/Download" dialog box. It has a header "Import/Download" and a sub-header "Import into Canvas". There is a search bar labeled "Search for a course" and a list of courses. The list includes "All", "Advanced Network Technologies - MASTER", "Canvas Practice Container", and "Chelsie's Test Course" (which has a checked checkbox). Other courses listed include "CIDI Labs Course Design Template", "Course Design Hub 2.0", "Design Tools Primary Customizations", "Design Tools Sandbox", "Design Tools UCOL Extended Customizations", "Enterprise Architecture Frameworks - Master", and "Forty-Hour Mediation - Master Sandbox". A green arrow points to the checkbox next to "Chelsie's Test Course".

Step 5: Click the import into course button. The content should appear in your Canvas Course Container after a few minutes.

