

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!

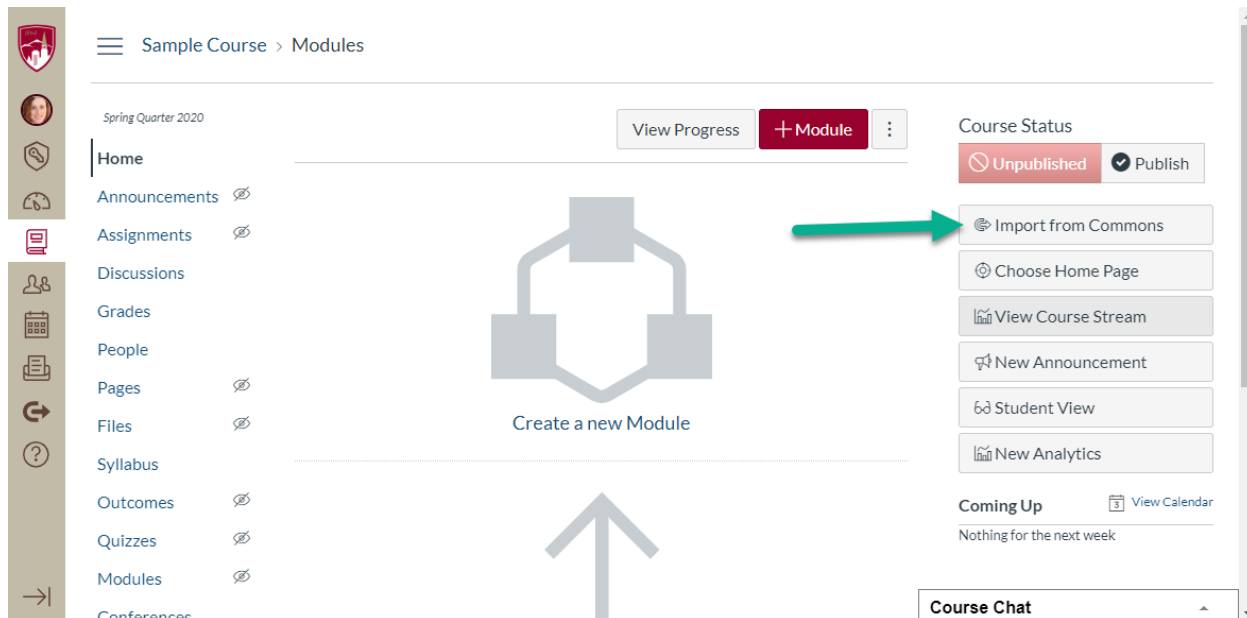
How do I find a Template?

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!

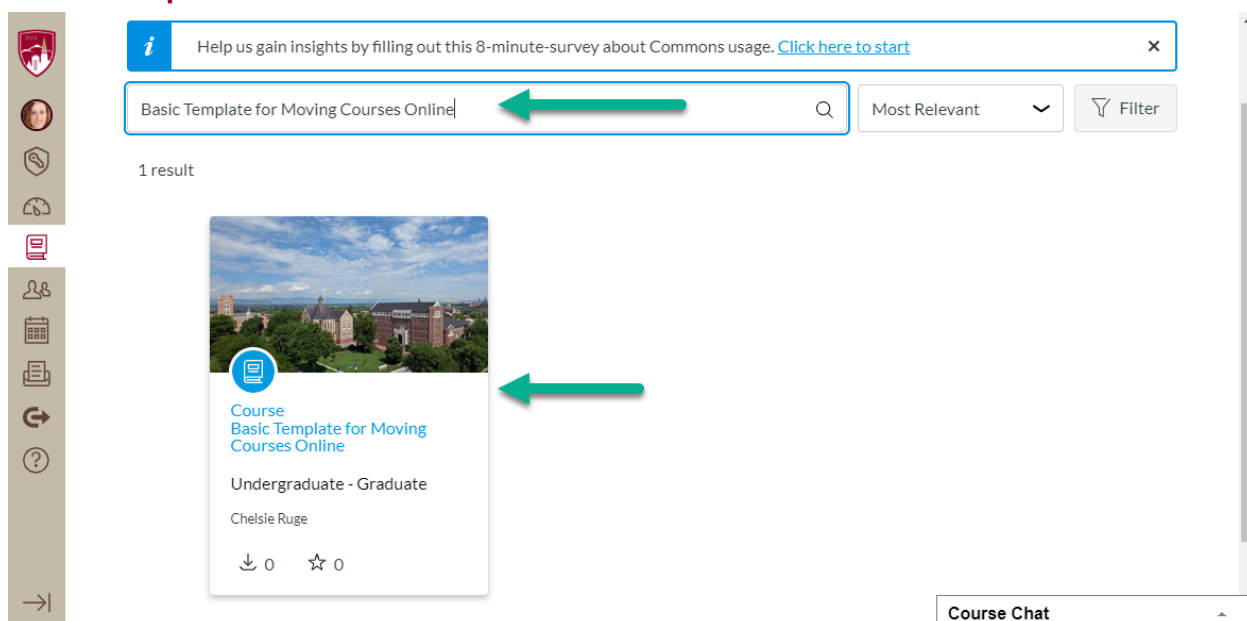
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Instructions for Importing Content Using Canvas Commons

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



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.



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Step 3: Click Import/Download

The screenshot shows the Canvas Commons interface. At the top, there are links for 'Edit Resource' and 'Remove from Commons'. Below that, a 'Back to Search' button and statistics (0 Favorites, 0 Downloads, 3/13/20, Copyrighted) are visible. The main content area is titled 'Basic Template for Moving Courses Online' and includes tabs for 'Preview', 'Details', and 'Version notes'. A sidebar on the left lists various course components: Modules (12), Assignments (3), Pages (13), Discussions (22), and Files (8). The 'Course Home' section displays a list of items: 'Instructors Start Here: Course Prep - DO NOT PUBLISH - INSTRUCTOR USE ONLY', 'Course Overview', 'Class Introductions', and 'General Questions'. A green arrow points to the 'Import/Download' button, which is located next to a thumbnail image of a building. Below the button, the file size '487.81 kB - IMS Common Cartridge File (.imsc)' and an 'Add to Favorites' link are shown. A 'Course Chat' window is visible at the bottom right.

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 title bar with a close button and the text 'Import/Download'. Below the title bar, there is a section 'Import into Canvas' with a search field labeled 'Search for a course'. A list of courses is displayed below the search field, each with a checkbox. A green arrow points to the checkbox next to 'Chelsie's Test Course', which is currently checked. The other courses in the list are: 'All', 'Advanced Network Technologies - MASTER', 'Canvas Practice Container', '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 'Course Chat' window is visible at the bottom right.

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

 Import into Course