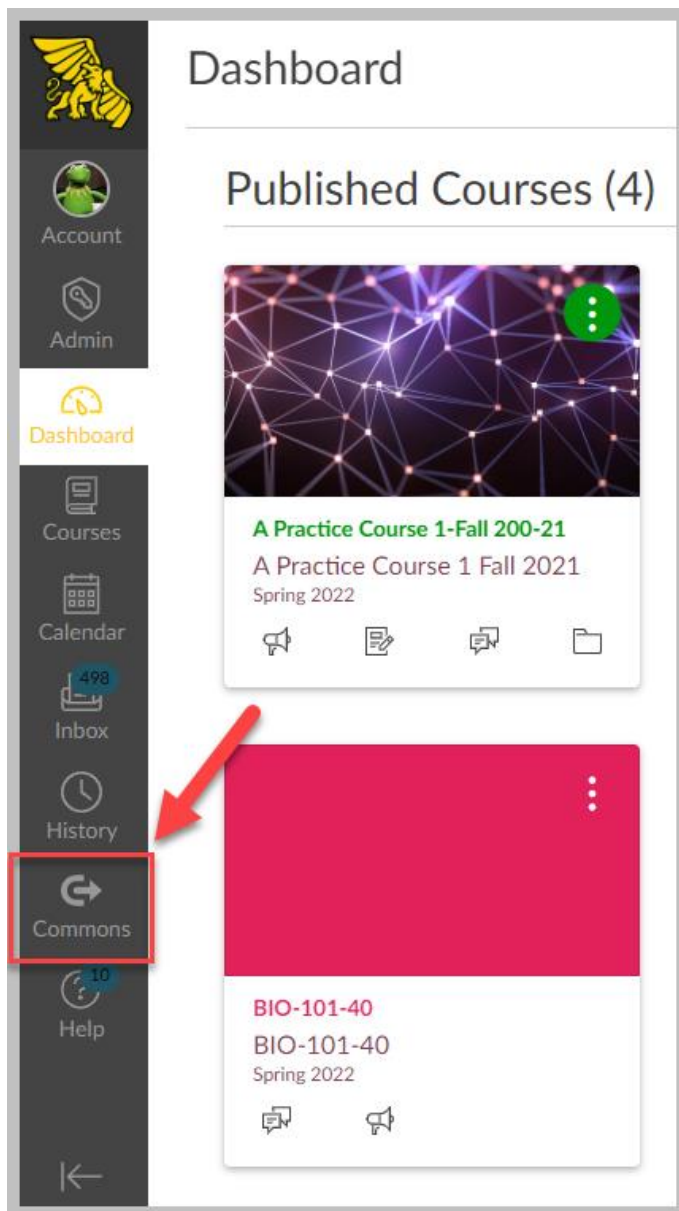


Importing And Using The Missouri Western Course Template

NOTE: If you already have content in your Canvas shell OR are planning to import content from a previous semester, do this first before proceeding.

If you have a blank Canvas shell:

Step 1: Go to the *Commons* from the Global Navigation bar once you are logged into Canvas.



Step 2: Type in *Missouri Western Template* in the Search box. Click on the title to open.

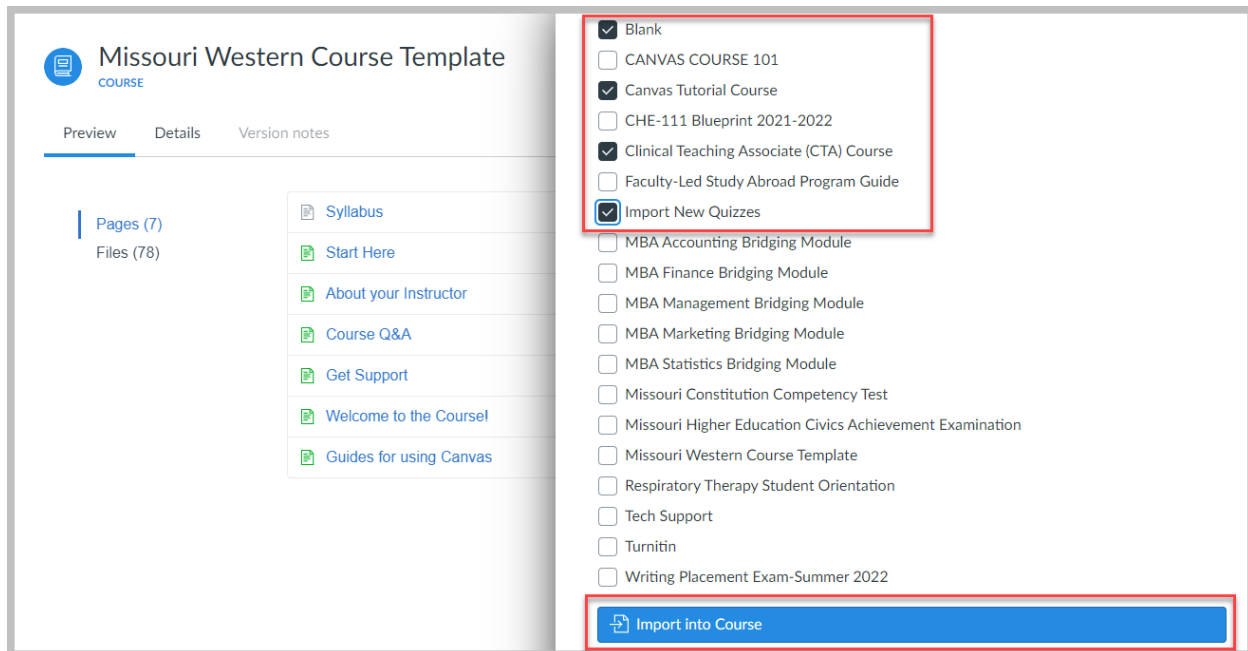
The screenshot shows the Commons interface. On the left is a dark sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox (498), History, Commons, and Help (10). The main header has 'Commons' and navigation links: Search, Shared, Imported, Updates (0), and Favorites. A search bar at the top contains the text 'Missouri Western Template'. Below it, it says '1 result'. A red box highlights the search result card, which features a yellow winged lion logo, a blue 'COURSE' icon, the title 'Missouri Western Course Template' (highlighted with a blue box), 'All grades', 'Matthew Whipple', and download/star counts of 102 and 3 respectively. At the bottom are links for Terms of Use, Privacy Policy, and Help.

Step 3: Click the blue *Import/Download* button

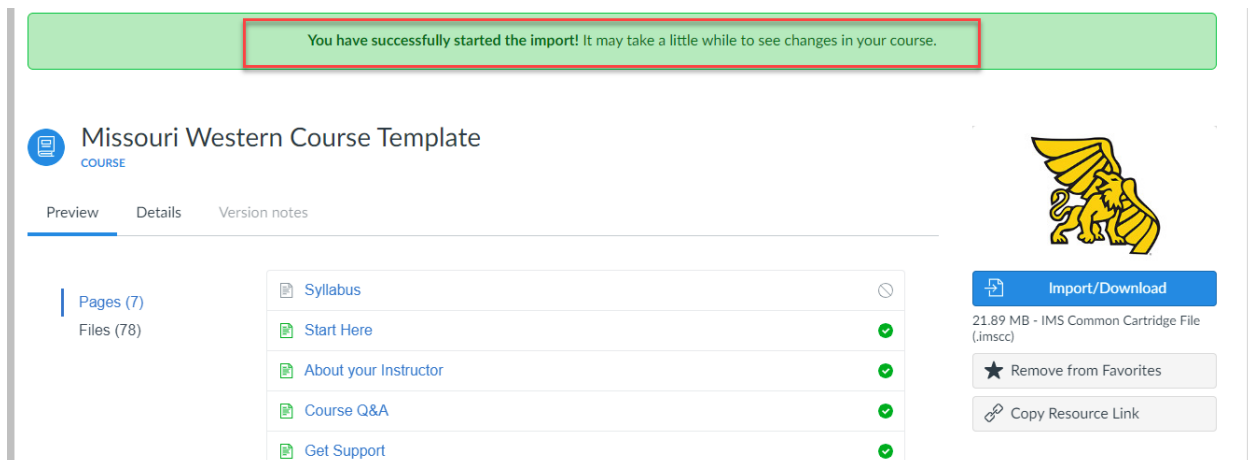
The screenshot shows the details page for the 'Missouri Western Course Template'. The header includes the course icon and title, with tabs for Preview, Details, and Version notes. The left sidebar shows 'Pages (7)' and 'Files (78)'. The main content area lists course components: Syllabus, Start Here, About your Instructor, Course Q&A, Get Support, Welcome to the Course!, and Guides for using Canvas, each with a green checkmark. On the right, a red box highlights the 'Import/Download' button (21.89 MB - IMS Common Cartridge File (.imscp)), along with 'Remove from Favorites' and 'Copy Resource Link' buttons. A yellow winged lion logo is also visible in the top right corner.

Step 4: Select the course(s) you want to import the template (can do single or multiple courses at one time).

Then click *Import into Course*



You will see a green confirmation banner saying your import has started.




Wait a few minutes and then visit your Canvas dashboard and select your course(s) that you just imported the template to and you should see the Missouri Western template as the default homepage.

Check the Modules button to make sure it navigates correctly and then edit the homepage to meet your specific course details:

Blank

Missouri Western State University

[Enter Course Title Here]



Class Description Here. Just a few sentences about your course help students know that they are in the right place. Be sure to tell students what the next steps are. NOTE: All images used here are either public domain, creative commons, or otherwise allowed by the copyright here

Start Here

Course Modules

Canvas Guides

Meet the Instructor

Course Q&A

Get Support

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

View Course Notifications

Coming Up

Nothing for the next week

Make sure you update the course title, description, Meet the Instructor and Q&A pages to meet the needs of your course.

Publish your course when you are ready (courses are not available to students until the first day of instruction for each semester unless edited by you in Settings).