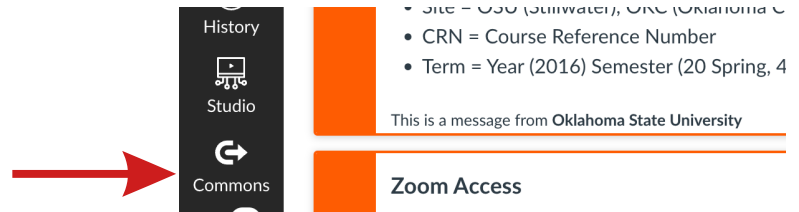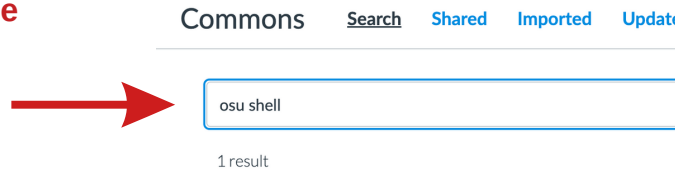# Importing ITLE Canvas Course Template

Step 1: Log in to your Canvas account.
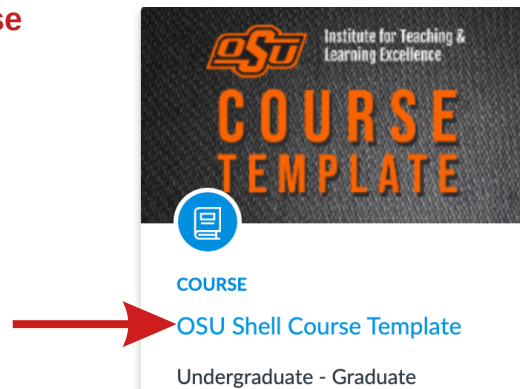
Step 2: Click on the Canvas "Commons" in the far left navigation bar on your dashboard.
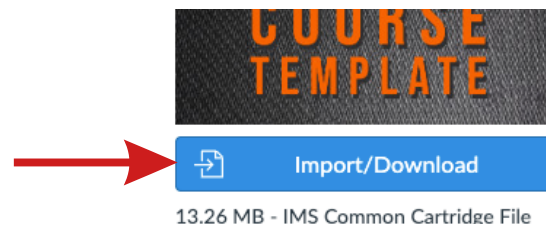
History

Studio

Commons

- Site = OSU (Stillwater), ORC (Oklahoma C
- CRN = Course Reference Number
- Term = Year (2016) Semester (20 Spring, 4

This is a message from **Oklahoma State University**

Zoom Access

Step 3: In the search bar type in "OSU Course Template".

Commons   Search   Shared   Imported   Update

osu shell

1 result

Step 4: Click the course name, "OSU Shell Course Template."

Institute for Teaching & Learning Excellence

COURSE TEMPLATE

COURSE

OSU Shell Course Template

Undergraduate - Graduate

Step 5: Click the Import/Download

COURSE TEMPLATE

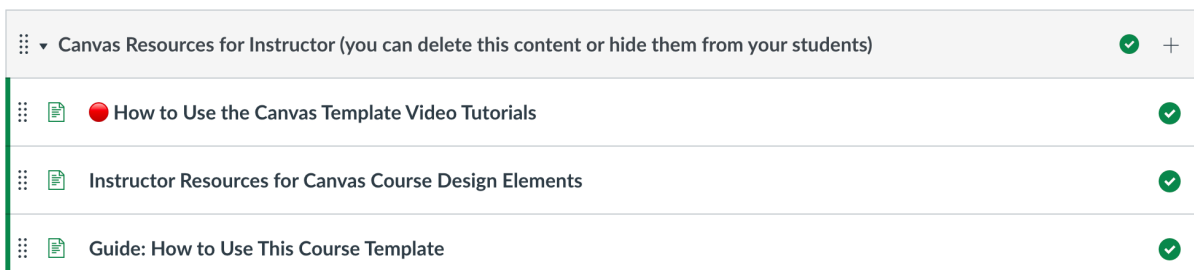Import/Download

13.26 MB - IMS Common Cartridge File

Step 6: You will see all the courses you can import this shell into. Select the course(s) you would like to import the shell into. Select "Import Into Course."

× Import/Download

Import into Canvas

Search for a course

courses

☐ All
☐ Canvas Learning
☐ Classic Quizzes to New Quizzes
☐ Engaging with Technology
☐ Gamification Course Sample

☑ Shell Course Template
☐ Social Justice 101
☐ TA Training
☐ Working Course
☐ Sandbox Shell for online CIED 4133
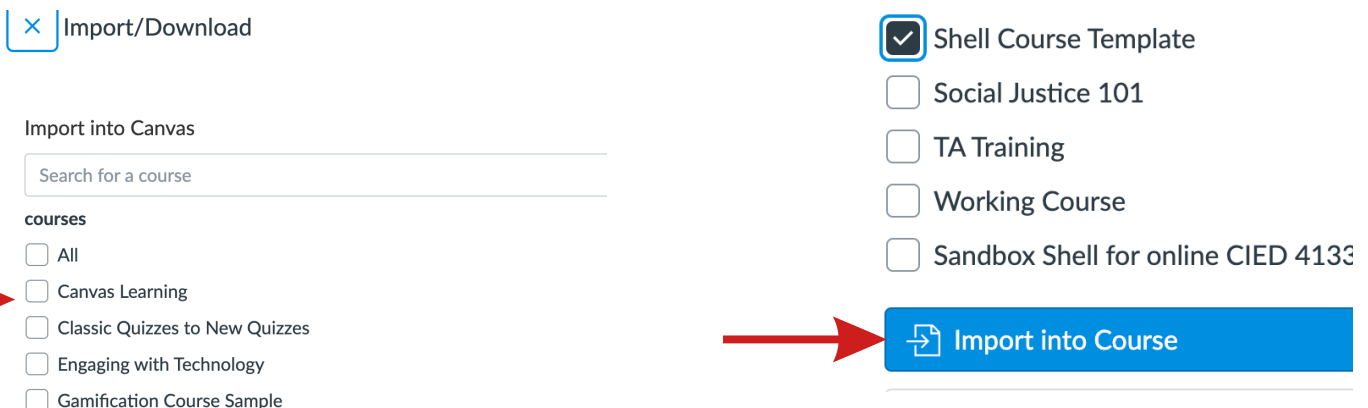
Import into Course

Step 6: You will see the following indicator to inform you that the template is importing into your course(s). It can take a few minutes.

> **You have successfully started the import!** It may take a little while to see changes in your course.

You are now ready to enter the course you uploaded the template into, make edits, and add content to your course. Instructions for editing the shell are found in the **First Module** of the Course Template. Instructors should start by reading through this module and watch the tutorial videos.

⣿ ▾ Canvas Resources for Instructor (you can delete this content or hide them from your students)	✅ ＋
⣿ 📄 🔴 How to Use the Canvas Template Video Tutorials	✅
⣿ 📄 Instructor Resources for Canvas Course Design Elements	✅
⣿ 📄 Guide: How to Use This Course Template	✅

Other Helpers

Watch a Canvas Video Tutorial for more help. ▶️

Module Editing

The modules in each template can be changed to reflect topics, units, sections, or any other way in which you will present your content. The following links will provide more information about how to:

- **Edit a module**
- **Add Items to a Module**
- **Create a Module**
- **Delete a Module**
- **Remove Module Items**