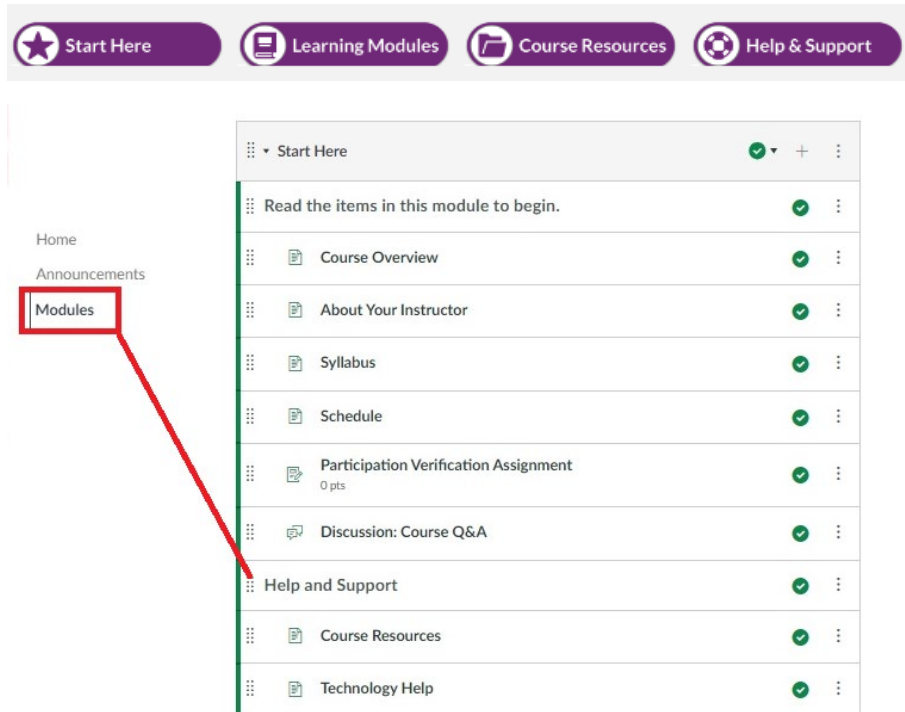


Canvas Template FAQ's and How-To's

1. Do I have to use all of the Template? ACCS want all colleges to use the Home Page (buttons). The "Start Here" module will be shown as Published but all other Content Modules will not be Published until you are ready. **IMPORTANT:** Only update your Welcome Information on the Home Page. Do not delete any buttons OR the information listed under "Help and Support" associated with the buttons (Module - Course Resources; Help & Support). **Note:** The "Start Here" module is associated with the Start Here button on the home page. If you copy from another Canvas course – do not delete the Text Header "Start Here."



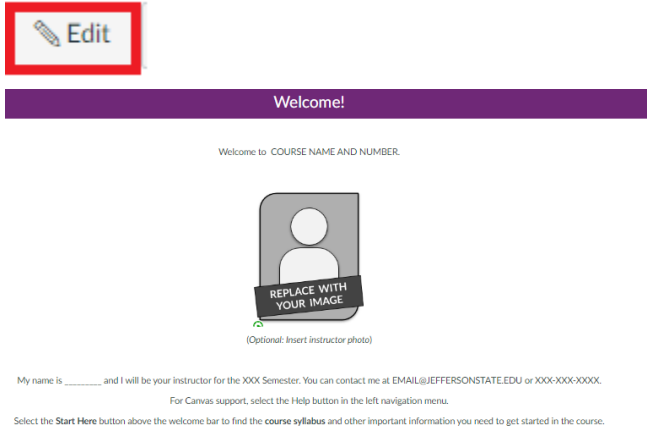
- Do I have to start from scratch? No. You can copy your migrated course materials (using Course Copy or by module format). **Note:** Copying by Module will retain the same structure from the migrated course into the Canvas Template. **IMPORTANT:** Make sure to delete/remove any Publisher, YuJa, and/or LTI links before copying.



This block contains two side-by-side screenshots. The left screenshot shows the 'Import Content' dialog box. The 'Content Type' dropdown is set to 'Copy a Canvas Course'. The 'Search for a course' field is empty. The 'Content' section has 'Select specific content' selected. A warning message states: 'Importing the same course content more than once will overwrite any existing content in the course.' Below this is a 'Current Jobs' section with one job: 'Course Copy' for 'My 6 B' on 'May 29 at 12:53pm', with a 'Select Content' button. The 'Select Content' dialog is open, showing a list of content items under 'Quizzes (13)', including 'Chapter 1 Practice Non-Graded Quiz', 'Chapter 1 Quiz', 'Chapter 4 Practice Non-Graded Quiz', 'Chapter 4 Quiz', 'Chapter 5 Practice Non-Graded Quiz', 'Chapter 5 Quiz', 'Exam 1', 'Exam 1 A', 'Participation Quiz', 'Participation Quiz(1) duplicate', 'Plagiarism (Non-Graded) Self Test', 'Question with Image', and 'Unnamed Quiz'. There are also 'Question Banks (1)' and 'Discussion Topics (0)' sections. The right screenshot shows a 'Module' view with a dropdown menu open. The menu items are: 'Edit', 'Move Contents...', 'Move Module...', 'Delete', 'Send To...', and 'Copy To...'. The 'Copy To...' option is highlighted with a red box.

Note: Everything under Module will copy. Remove any Publisher, LTI, or YuJa Links.

3. What do I need to edit on the Home Page? Under the Welcome banner select Edit. You can either copy/paste (from Bb course or Migrated Course) or type in the information. If you upload a picture - use the Rich Content Editor. Select Save. Note: The picture size should be 200 pixels in width.

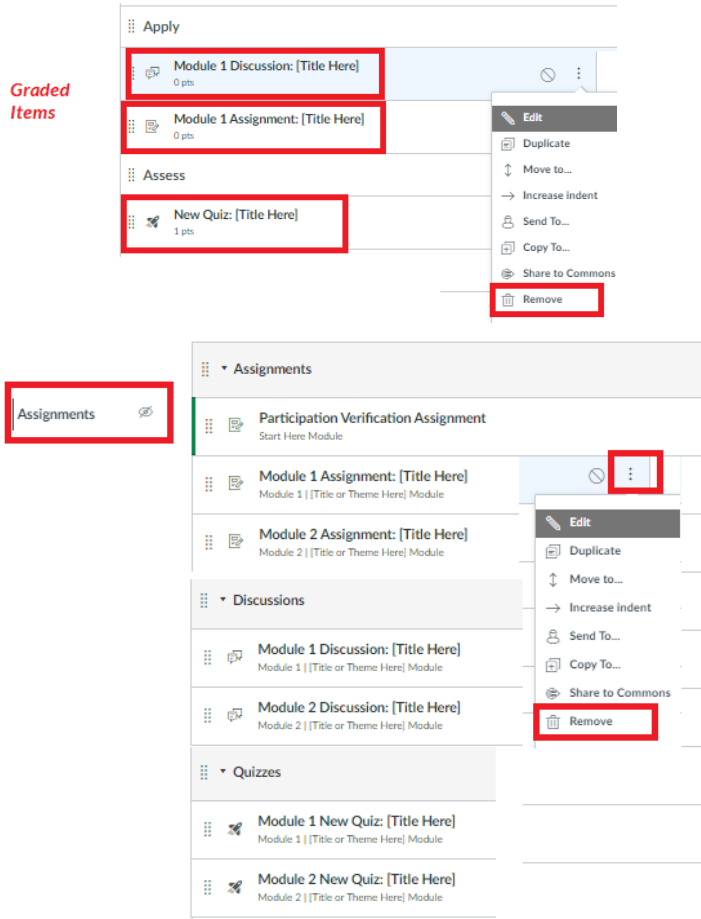


4. How do I edit in the template? View the “How To View 2 Courses at the Same Time” in a Browser Handout ([Instructor Resources Web Page](#)). Use copy/paste for text items. **IMPORTANT:** Template Font Text is 12 point.

Keyboard Shortcuts:

Ctrl+A (Select All)	
Ctrl+C (Copy)	
Ctrl+P (Paste)	

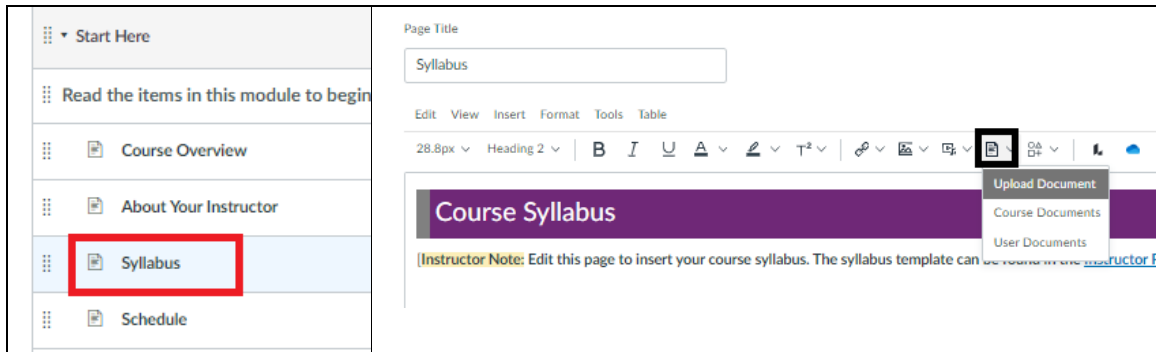
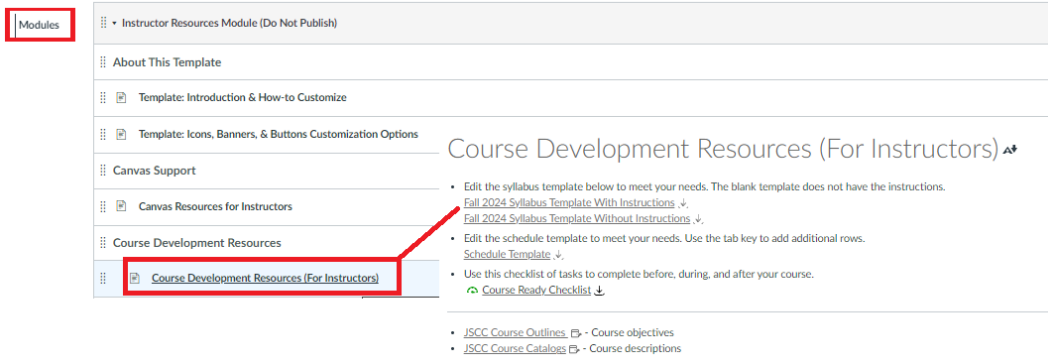
5. Do I have to use the Template Module Layout? We recommend using the Module naming (i.e. Module 1, etc) but you can delete any items not using. **IMPORTANT:** If you delete graded items you must delete from the Assignments Index area or they will be listed in your Grade Center. **Note:** There will be 8 pre-loaded modules in the Template. You can use less or more depending on your Course Content set-up.



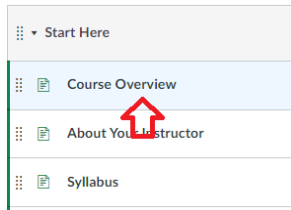
6. Can I use Classic Quizzes? Yes. Migrated Quizzes will be shown as Classic. There are New Quizzes Pre-Loaded in the Template.



7. Do I need to re-do my Syllabus? Go to Modules – Under Instructor Resources/Course Development Resources – download the Syllabus with Canvas language. Update your Syllabus. Go to the Start Here Modules – Syllabus – Edit – In the Rich Content Editor - Upload document.



8. How do I edit in the Template? Make sure in Teacher View/editing. Go to each section and find “Edit” icon to select. You can copy/paste text items from either Bb or migrated Canvas course. You can also type directly into Canvas. Make changes/updates and Save.



Course Overview



About [Title of Course]

[Instructor Note: Use this space to include a custom welcome message, discussion of major class topics, Canvas layout information

Welcome to [NAME OF COURSE] - Insert course description from [course catalog](#).

Course Overview - Introduce students to the course and how to navigate it.

Next Steps - Explain next steps students should take to begin course assignments, i.e., read course syllabus then take the syllabus qu

Graded Items Template Examples:

Everyone No Due Date

Discussions

Group Discussion: [Title Here]

Prompt

[Instructor Note: Include your discussion prompt here. You can link to articles, websites, or embed images/videos as part of the prompt.]

Learn More: [Canvas Resources for Instructors - Discussions](#).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sed mauris. Fusce nec tellus sed augue semper porta. Mauris massa.

Guidelines

[Instructor Note: Use this space to provide specific guidelines for students to follow. Please see the sample below.]

- Your initial response should be 100-200 words in length, reflecting on the prompt above.
- Reply to at least two classmates' posts. Your response to your classmate's discussion should be around 50 words (each) and add to the discussion (i.e. reflecting on their response, asking questions, etc.).

[Instructor Note: Consider adding discussion etiquette rules here. Alternatively, you can create a content page with the etiquette rules and then provide a link to the page in this spot.]

Technical Support

[Instructor Note: Provide technical support for students here. Please see the sample below.]

- Need help using Canvas Discussions? If so, please review the following page: [Canvas Resources for Students - Discussions](#).

0 points possible

Individual Assignment: [Title Here]

Published Edit

Assignment Overview

[Instructor Note: Type your assignment prompt here. You can also link to articles, websites, or embed images/videos as part of the prompt.]

Learn More: [Canvas Resources for Instructors - Assignments](#).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa.

Assignment Instructions

[Instructor Note: Use this space to provide specific guidelines for students to follow. Please see the sample below.]

Follow the directions below to complete the activity:

Step 1 | [Task Title; i.e Read Chapter 1]

Add descriptive text here about the task that students should complete first. (i.e create, design, research...etc.)

Step 2 | [Task Title; i.e. Write a Summary]

Add descriptive text here about the task that students should complete next. (i.e evaluate, assess, explore...etc.)

Step 3 | Submit Your Work

Once you have completed the activity, follow the directions below to submit your assignment.

1. Select the **Start Assignment** button to begin the assignment submission.
2. Locate and upload the activity from your computer, mobile device, Google Drive, or Office 365.
3. Click the **Submit Assignment** button.

Quiz: [Title Here]

Published Preview Edit

Quiz Guidelines

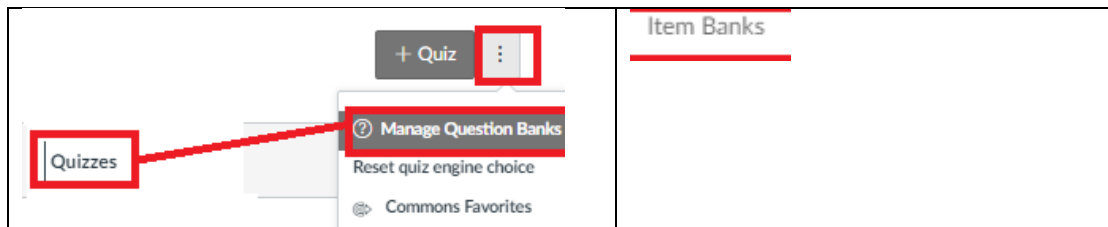
[Instructor Note: Use this space to provide information to students about the quiz/exam. Please see the sample below.]

Learn More: [Canvas Resources for Instructors - Quizzes](#).

This multiple-choice and short answer quiz covers material from the textbook readings within Module 1. There are 2 attempts on this quiz, h will differ in each attempt. Your highest score will be entered into the gradebook.

- This is an independent quiz; do not work with others.

9. How do I set up my Question Sets in Canvas? In Canvas they are called Question Groups. You will need to create QTI exports from your quizzes in Canvas. All migrated questions will be listed under one main category – all in one place – “Unfiled” under the Classic Quiz Question DB. No quizzes or questions are migrated to New Quizzes/Item Banks.
- IMPORTANT:** Follow the Handouts on the [Instructor Resources Web site](#).



Example of new Question Groups in Canvas:

Group Chapter 1 Pick 25 questions, 2 pts per question

Group 2 Chapter 4 Pick 25 questions, 2 pts per question

10. How do I re-add Publisher Links? Check with your Publisher representative.

11. How do I re-add YuJa links? Use the Canvas Rich Content Editor – select icon for Apps – select YuJa.

