

CANVAS: COMMONS TEMPLATE

Instructors

WHAT IS THE COMMONS COURSE TEMPLATE?

This template uses best practices for course navigation and organization.

You will find sample pages, assignments, support materials, announcements, a Begin Here module, and more.

HOW TO FIND THE TEMPLATE WITHIN COMMONS

The screenshot displays the Canvas Commons interface. The top navigation bar includes 'Search', 'Shared', 'Imported', 'Updates (1)', and 'Favorites'. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows search results for 'Albany College Of Pharmacy And Health Sciences' with 5 results. A 'Filter Results' dialog is open, showing options for 'View only these types' (Courses, Modules, Assignments, Quizzes, Pages, Documents, Videos, Audio), 'Grade/Levels' (Kindergarten through Graduate), and 'Shared With' (All (Includes Public Resources) and Albany College of Pharmacy and Health Sciences). Numbered callouts 1 through 5 indicate the steps: 1. Select Commons from the left side menu; 2. Select the Filter button; 3. Select Shared with Albany College of Pharmacy and Health Sciences; 4. Select the X to close Filter Results; 5. Select Commons Course Template title.

1. Select Commons from the left side menu
2. Select the **Filter** button
3. Select Shared with **Albany College of Pharmacy and Health Sciences**
4. Select the **X** to close **Filter Results**
5. Select **Commons Course Template** title

HOW TO IMPORT THE TEMPLATE INTO YOUR COURSE

The screenshot displays the Canvas Commons interface for a 'Commons Course Template'. The main content area shows a 'Welcome: Begin Here!' section with a list of items: Course Overview, Meet your Instructor, Course Q&A, and Next Steps. Below this is 'Module 1: [Title]' with an 'Overview' section containing 'Week 1 Overview & To Do List- Example 1', 'Week 1 Overview & To Do List - Example 2', 'Readings, Videos, Links- Week 1', and 'Additional Resources- Week 1'. An 'Activities' section includes a 'Group Discussion: [Title Here]' worth 100 points.

On the right, the 'Import/Download' button is highlighted with a blue callout '6'. Below it, the 'Import/Download' dialog is open, showing a search for courses and a list of course options. The 'Jen Mlyniec Sandbox' course is selected, highlighted with a blue callout '7'. The 'Import into Course' button is highlighted with a blue callout '8'.

6. Select the blue **Import/Download** button
7. Choose the **course or courses** into which you would like to import the template
8. Select **Import into Course** (import may take a few minutes to appear in your course)