



canvas
BY INSTRUCTURE

Canvas Face-2-Face Course Template

For an instructor just starting with Canvas or who is re-designing a Canvas course, TILT (The Institute for Learning and Teaching) and CSU’s central Canvas support team have created a template for use in courses that supplement face to face course instruction.

The template should be applied to a blank Canvas course. It is uncertain how the template will impact a course if it already has content.

Goals:

- Provide instructors with an instructional framework for their blank Canvas course.
- Provide students with consistent content layout and course navigation.

Prerequisites:

- You must be a Teacher or Assistant Teacher in a Blank Canvas course.

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I. View Sample Course

We have created a sample Canvas course with content, which uses the face-2-face template, to help instructors visualize how the template will work in their Canvas course.

[Access the face-2-face template sample course](#)

II. Download Face-2-Face Template

a) To **download the template** for use in your blank Canvas course go to:
<http://info.canvas.colostate.edu/course-template.aspx>

b) Under the **How section** *click* **Download the Template**

How?

- View [Steps to Course Creation](#)

- **Download the Template** 

c) *Enter* your **CSU eID name and password** and *click* **Login**.

eName:
Password:

d) *Click* **Download the Template**.

Download the Template

e) *Save* the **template file** to your computer.

File name:

Save

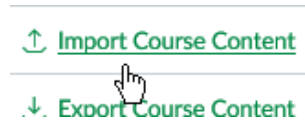
III. Import Face-2-Face Template Into Your Blank Canvas Course

a) Login to **Canvas** and enter your **Blank Canvas Course**.

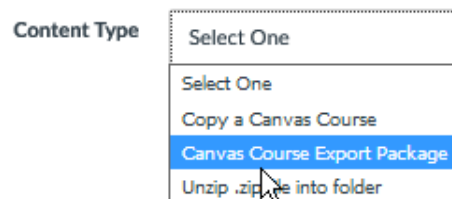
b) On the bottom of the **left course menu** click **Settings**.



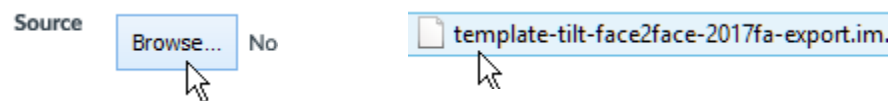
c) On the **top right menu** click **Import Course Content**.



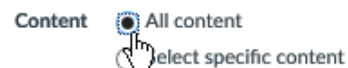
d) Under the **Content Type** drop down menu select **Canvas Course Export Package**.



e) Click **Browse** and navigate on your computer to select the template file you downloaded.



f) Select **All content**.



g) Click **Import**

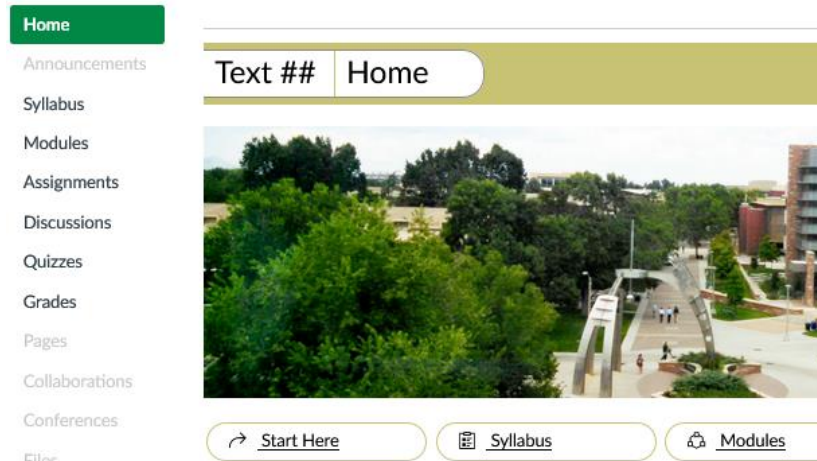
Options Adjust events and due dates



The import will begin and complete.



On the top left menu *click Home* to *view* the **template** imported into your course.



IV. Canvas Help & Support

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<http://info.canvas.colostate.edu/online-resources.aspx>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

canvashelp@colostate.edu