



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.

I. View Sample Course .....	1
II. Download Face-2-Face Template.....	2
III. Import Face-2-Face Template Into Your Blank Canvas Course .....	3
IV. Canvas Help & Support.....	4

### **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**

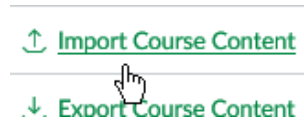
### III. Import Face-2-Face Template Into Your Blank Canvas Course

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

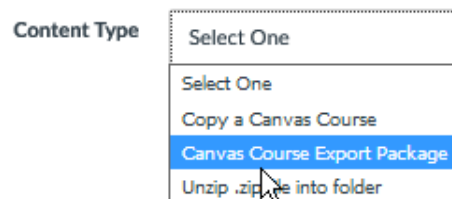
b) On the bottom of the **left course menu** click **Settings**.



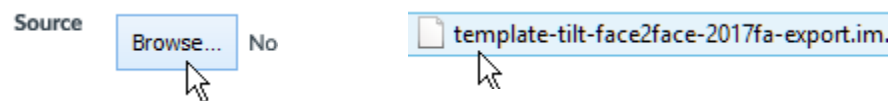
c) On the **top right menu** click **Import Course Content**.



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**

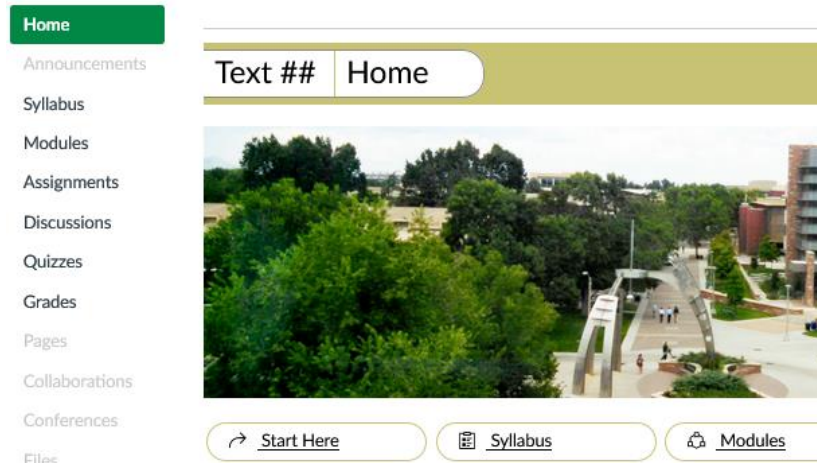
Options  Adjust events and due dates



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](mailto:canvashelp@colostate.edu)