

CSU Canvas Instructor Import Template

The CSU Canvas Template is a basic Canvas template that can be imported into a Canvas course to help structure how content is organized. Included in the template is a Home Page, Course Information module, and sample module for laying out course content. Using this tool will help you organize online courses more effectively, provide consistent navigation, and streamline the student experience.

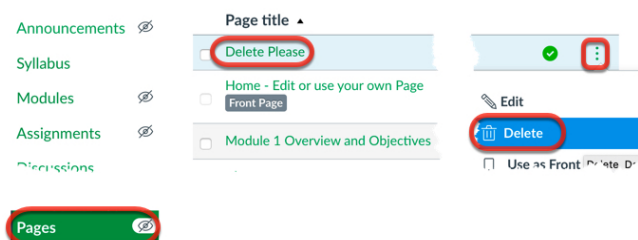
The Canvas Common Cartridge also helps courses meet twelve Quality Matters Specific Review Standards (SRS 1.1, 1.2, 1.4, 1.5, 1.6, 1.9, 6.4, 7.1, 7.2, 7.3, 7.4, and 8.6).

Template Import Cleanup

To import the Instructor Import file into a Canvas course, a Delete Please page and an assignment group named Delete Please were needed. It is recommended to delete these items from your course.

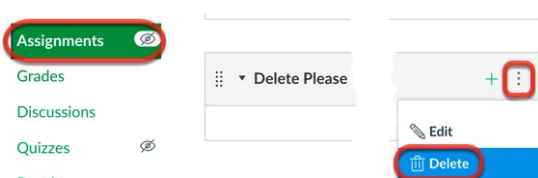
Remove Delete Please Page

Navigate to the Pages navigation, click on View All Pages, and then [Remove the Delete Please page](#)



Remove Delete Please Assignment Group

Navigate to the Assignments navigation and [Remove the Delete Please assignment group](#)

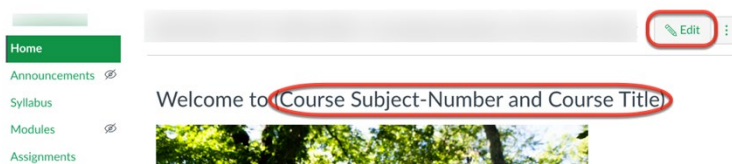


Using the CSU Canvas Template

Home Page

The Home Page provides a welcoming environment and instructions to learners on how to get started.

Please update the Home Page with your Course Number and Title. Click on the Edit button and replace text (Course Subject-Number and Course Title). Please make sure to leave the text at Header 2 level for accessibility.



If your course includes cross-listed sections, clearly identify all of them; this reassures students they are in the correct course.

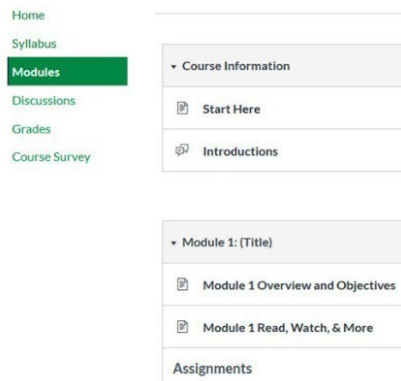
Note: If you decide to replace the image on the Home Page, please add descriptive alt text for accessibility.

Scroll to the bottom and click the green “Save” button

Modules

When you click on the Modules list you will see two pre-populated modules:

- Course Information
- Module 1: (Title)



These modules are unpublished by default. Students will not see any items in a module until the [module and all items in the module are published](#).

Course Information module

The Course Information module includes a Start Here page and an example Student Introduction Discussion forum.

Start Here Page

The Start Here page provides key course information and relevant links to CSU student policies and support. Please [edit this page](#) in the same way the Home page is edited.

The Welcome to the Course section includes a template for faculty to include their own self-introduction.

Step 1 is a link to the course syllabus page. Faculty do not need to edit the hyperlink on the “Start Here” page as it is automatically updated to link to the Syllabus page. Please [edit the Syllabus page](#) and upload a PDF copy of the course syllabus.

Step 2 includes any textbooks that students need to purchase. Please edit this section to include required textbooks.

Steps 3-5 includes essential information applicable to all CSU courses (including links to library information, student support, technical requirements, student services, and institutional policies). We recommend faculty do not remove any of this information as these are essential resources for all CSU students.

Note: For accessibility purposes, please leave the icons at the end of the headers and the headers at a Header 2 level.

Introductions

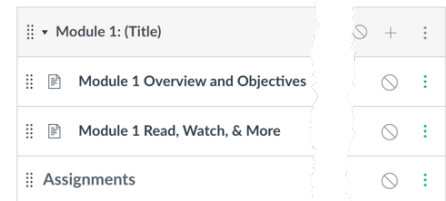
The Introductions discussion forum provides a space where learners can introduce themselves, connect with peers, and it sets a welcoming tone for the course. Discussion forums provide opportunity for learners to feel part of a connected community. Providing learners a space to introduce themselves and meet peers creates a learning community in the course from the first week.

[Canvas Discussions Guide](#)

Module 1: (Title) Module

The Module 1: (Title) module includes two pages and a text header for “Assignments”.

Module 1 provides a sample module layout with example pages to illustrate content segmenting and course design that follows best practices.



Module 1 Overview and Objectives

The “Overview and Objectives” page is a place for faculty to introduce learners to the module topic and provide module-level learning objectives. Research has shown that students perform better in courses that are explicit about what they will be learning at the beginning of each lesson. Module-level learning objectives are more specific than course-level learning objectives. They also measure mastery in smaller, distinct intervals throughout the course.

Note: For accessibility purposes, please leave “Overview” and “Module Objectives” text at a Header 2 level.

Module 1 Read, Watch, & More

The “Read, Watch, & More” page provides a page for faculty to add and organize lectures, readings, external resources, and/or other instructional materials. Organizing instructional materials per module allows learners to easily go back and find content. Note: For accessibility purposes, please leave “Read” and “Watch” text at a Header 2 level.

Assignments

After the “Read, Watch, & More” page, there is a text header for “Assignments”. [Adding all relevant assignments to the respective module](#) provides learners a single navigation point and sets them up for success in completing the tasks.

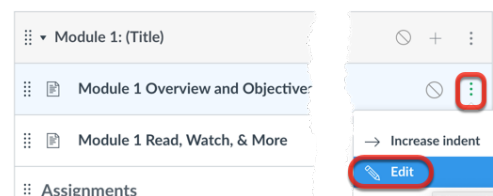
[Canvas Assignments Guide](#)

Duplicate Modules

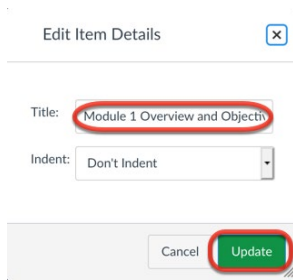
An easy way to continue to use the structure of Module 1 for the remaining course modules, is to [duplicate the module](#)

After duplicating the module, [edit the module](#) by re-naming both the Module title and the individual pages (otherwise everything will be called “Module 1”).

To edit a page name, click the three dots on the right-hand side of the page name. From the drop-down, select Edit.



Update the page title and then click the green “Update” button



Edit Item Details

Title: Module 1 Overview and Objectiv

Indent: Don't Indent

Cancel Update

To edit the content on the page, [edit the page](#) from the Pages navigation.

Note: Remember, students will not see any items in a module until the [module and all items in the module are published](#).

Resources

[Canvas Modules Guides](#)

[Canvas Instructor Guides](#)