



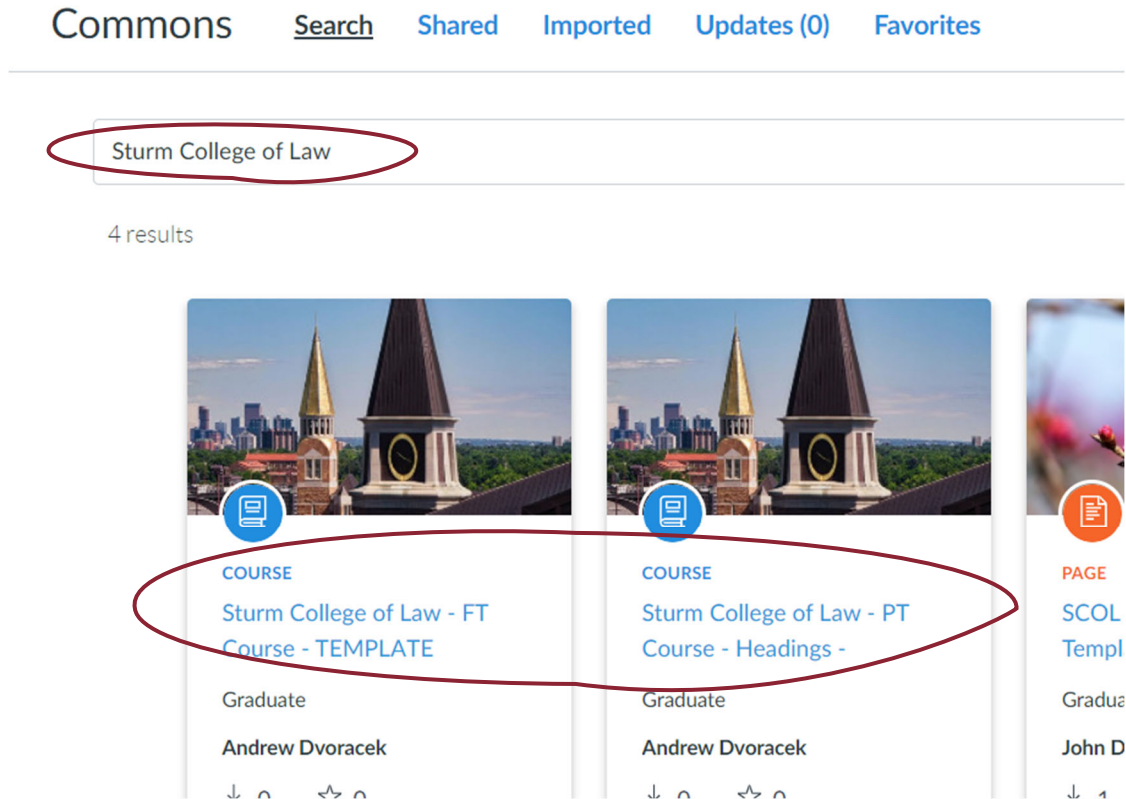
IMPORTING A COURSE TEMPLATE

- **STEP 1:** Click on the **'Import from Commons'** button in the sidebar (on the left-hand side of the screen).

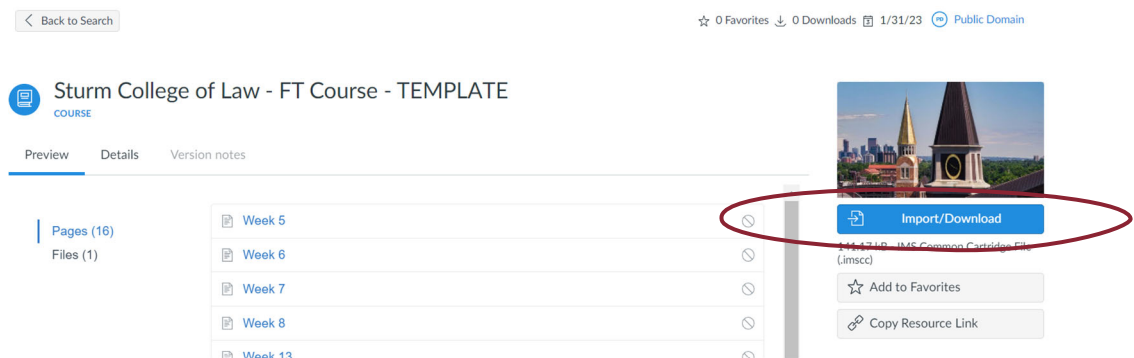
The screenshot shows a course management interface. At the top, there is a breadcrumb trail '123456 > Modules' and a 'Student View' button. Below this is a navigation sidebar on the left with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, and Modules. In the center, there is a 'Create a new Module' button with a plus icon. On the right, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons. Below that, there is a list of actions: 'Import Existing Content', 'Import from Commons' (circled in red), 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom right, there is a 'Coming Up' section with a 'View Calendar' button and the text 'Nothing for the next week'.

- **STEP 2:** Type **'Sturm College of Law'** in the search bar, looking for the templates entitled **'Sturm College of Law - FT - TEMPLATE'** and **'Sturm College of Law - PT - TEMPLATE'**.

- **STEP 3:** Choose on the appropriate (full-time or part-time) template by clicking on the **title**.



- **STEP 4:** Click on the **'Import/Download'** button on the right-hand side.




- **STEP 5:** Tick the course you are setting up and click on the **'Import into Course'** button. The template materials will be automatically imported (though it may take a minute to complete the process).

Import into Canvas

courses

- All
- Dvoracek Sandbox
- Faculty Support Test Course
- LAW Mental Health and Wellness
- Example Course
- Sturm College of Law - FT Course - TEMPLATE
- Sturm College of Law - PT Course - TEMPLATE

 Import into Course

 Download