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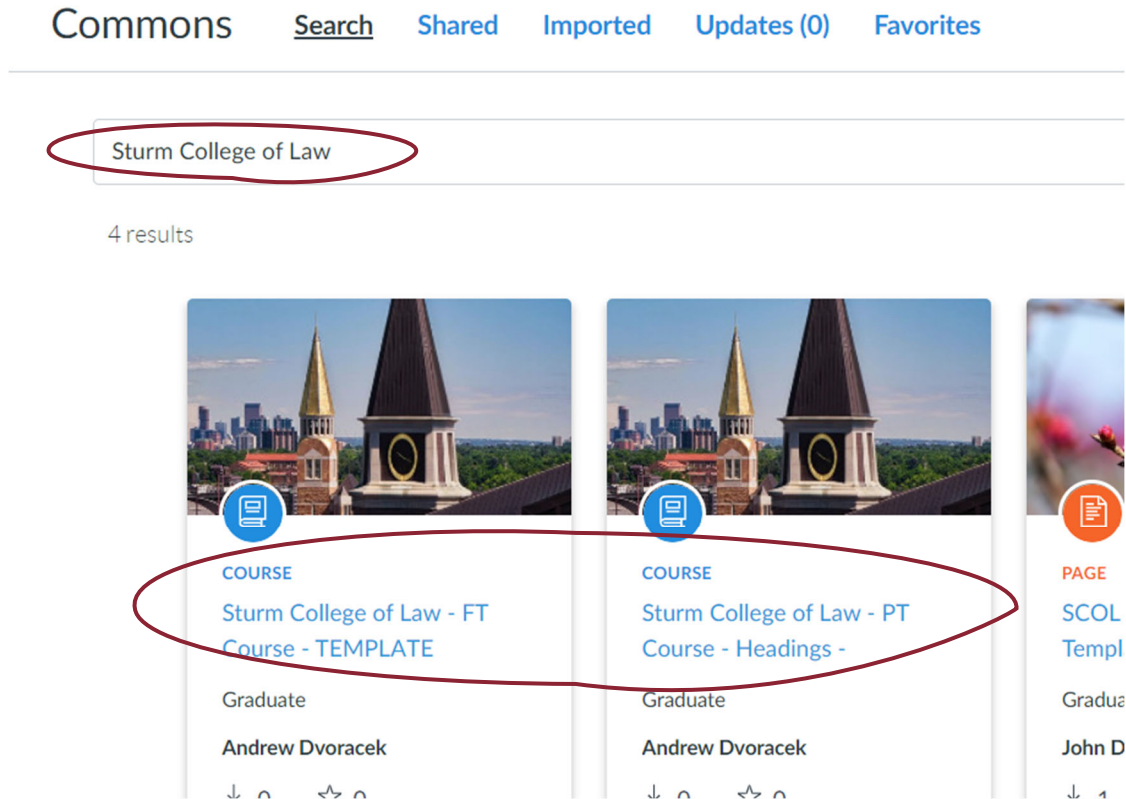
☐ **STEP 1:** Click on the **'Import from Commons'** button in the sidebar (on the left-hand side of the screen).
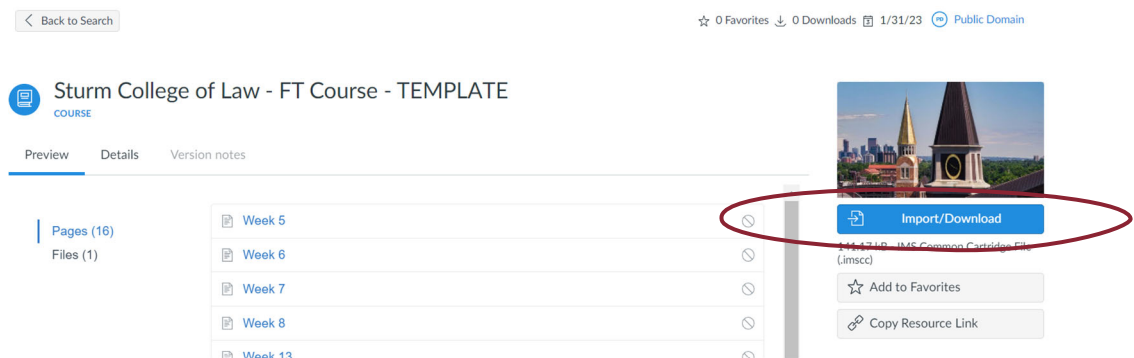

☐ **STEP 2:** Type **'Sturm College of Law'** in the search bar, looking for the templates entitled 'Sturm College of Law - FT - TEMPLATE' and 'Sturm College of Law - PT - TEMPLATE'.

☐ **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

Search for a course

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