# How to Import a Template from Canvas Commons

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## Before you import a template

Keep in mind that when you import a template into a course, the template does not overwrite or replace existing content on Pages, Discussions, Quizzes, Modules, or Files. **Caveat**: importing a template overwrites the course Navigation Settings and the content on the Syllabus in Canvas. Thus, if you have added content to the Syllabus in Canvas, you should copy and paste the content onto a Canvas page before importing a template. You can adjust the course navigation once the import is complete back to your original settings.

The templates created by DLD utilize the "Modules" feature in Canvas as the guiding organizing principle.
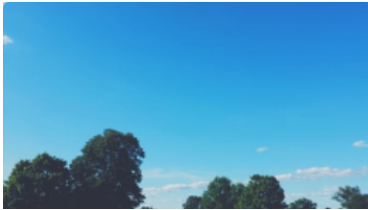
What to expect after import:

1. If you already had modules before importing the template: After import all the modules will be listed together (both your own and the ones from the template).
2. If you were not using modules before importing the template: The "Modules" feature is enabled in your course and any items you previously created will be located in their respective areas (ex: Discussions, Assignments, Quizzes, Pages, etc). If you want to use Modules, you will need to add these items to the modules with this easy process.

## Ready to import

To import a template (SUMMER ONLINE 7-WEEK, PRE-COLLEGE ONLINE, or template of your choice)  into your course, go to Canvas Commons. This is found both in the left-hand main navigation sidebar, as well as on the right-hand side of your course, under Course Status.

Once you have selected Commons, search for the template. Into the search field, type in the name of the template (for example, SUMMER ONLINE 7-WEEK or PRE-COLLEGE ONLINE).

Once you have located the template, click on it, and then select the "Import/Download" option on the right-hand side.



Import/Download

176.25 kB - IMS Common Cartridge File (.imscc)

☆ Add to Favorites

🔗 Copy Resource Link

Then select the course you will be teaching.



✕ Import/Download

Import into Canvas

Search for a course

**courses**

☐ All

☐ B Zoom Test

☑ ChristineSandbox

☐ EMSL2000 Effective Leadership: Theory and Practice 2019

☐ EMSL2010 Persuasive Communication 2019

☐ EMSL2020 Professional Development 2019

☐ EMSL2210 Finance and Business Strategy 2019

Scroll down and select "Import into Course."

PRIME ONLINE 7-Week Template

☐ RELS0088 Spring19 S01 Judaism, Christianity, and Islam

☐ SUMMER ONLINE 7-WEEK

☐ Undergraduate 14-Week Template

⤷ Import into Course

↓ Download

You should receive the following message:



‹ Back to Shared                                                    ☆ 0 Favorites   ↓ 4 Downloads   📅 12/16/19   🄮 Public Domain

You have successfully started the import! It may take a little while to see changes in your course.

You are now ready to go into your course and customize the template.