



## How to Import a Template from Canvas Commons

Christine Baumgarthuber - 2021-06-11 - Comments (0) - Designing and Building Your Course

### **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.

**Support and tools for remote education**

**Teaching and Learning**

Please be sure to review the Teaching & Learning with the transition to remote instruction and learning.

This is a message for **Brown University**

**Canvas wants to know what you think.**

At Canvas, our goal is to be the best LMS available that's most important to you.

This is a message for **Site Admin**

**Dashboard**

Request a Canvas course site

**Course Status**

Unpublished Publish

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

**To Do**

Grade Company Case Study  
5 points • No Due Date

**Coming Up** View Calendar  
Nothing for the next week

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).

Canvas Commons


Search Shared Imported Updates (0) Favorites Admin


SUMMER ONLINE 7-WEEK

Most Relevant

Filter


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 (.imsc)

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 Add to Favorites

 Copy Resource Link

Then select the course you will be teaching.

× **Import/Download**

Import into Canvas

**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.