# Canvas Template Implementation Guide

The FAU course template features a beautiful homepage with navigational buttons to guide your students to various areas within your course. In the Files area, you will find button variations that allow you to customize what the students see on your homepage. The template also features an instructor page that includes tips, resources, and backup formatting. There are 16 prebuilt Module pages that are fully customizable, plus a syllabus page, discussion instructions, extra resources, and more!

Creating a Sandbox Course for the Template

1. Open your web browser and log into [Canvas.FAU.edu.](Canvas.FAU.edu)
2. Your initial view will be of the **Dashboard**, which provides a quick overview page of your starred ☆ courses.
3. Click on the **Start a New Course** button on the bottom right, as highlighted in red below. This will create a new and empty Canvas course.
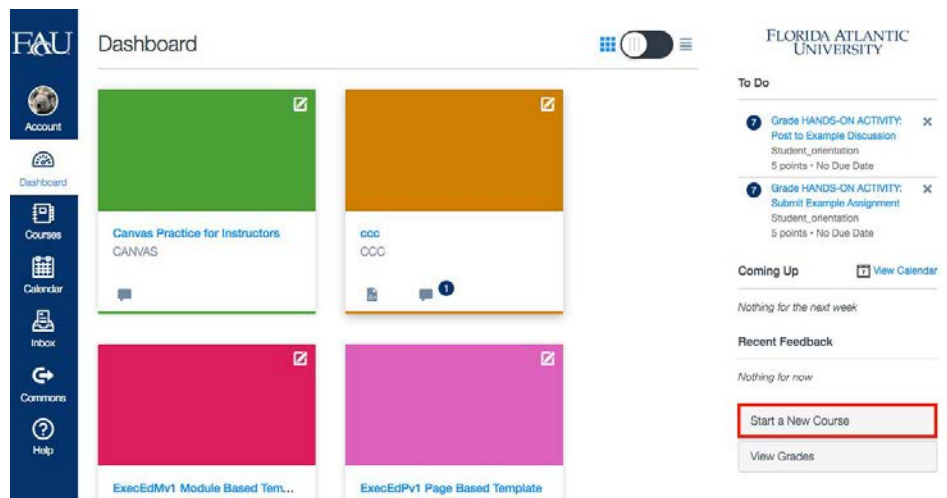
4. The Start a New Course dialog box will prompt you to provide some information as shown below.
   a. For Course Name, type **Template Sandbox.**
   b. Leave the Content License set to **Private (Copyrighted).**
   c. Leave **Make course publicly visible** unchecked.
5. Click **Create course**.
6. The Template Sandbox course has now been created.
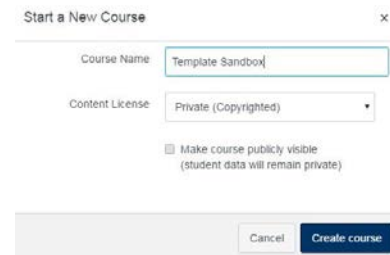
Importing the Template into your Template Sandbox Course

1. Access Canvas **Commons** by clicking on the icon on the bottom-left-hand side of the **Global Navigation** menu.
2. If this is your first time accessing **Commons**, please click **Authorize** to gain access.
3. Visit the **Commons** guide for more information.
4. Locate this search bar .
5. Search for **FAU Course Template**.
6. Your search result should yield one course called **FAU Course Template**. This single course offers various homepages. Two generic FAU homepages (featuring the FAU Stadium and the Burrowing Owl) and one homepage for each college.

FAU Template

7. After making your selection, you will be shown a description and preview of the template.
8. From here please find the **Import into Canvas** course list toolbar on the right-hand side.
9. From the list, checkmark **Template Sandbox**.
10. Click the **Import into Course** button.
11. This will load the template into the Template Sandbox course.
12. Once completed, the top of the page will return a green banner that says, "You have successfully started the import!"
13. You can now navigate to the Template Sandbox course by clicking on the **Courses** icon from the **Global Navigation** menu and selecting the **All Courses** link.
14. Once here, find your new course and click the star ⭐ icon to add it to your **Dashboard** for quick access.
15. Click on **Template Sandbox** to enter the course.
16. The imported template should now be available on your course's **Front Page.**
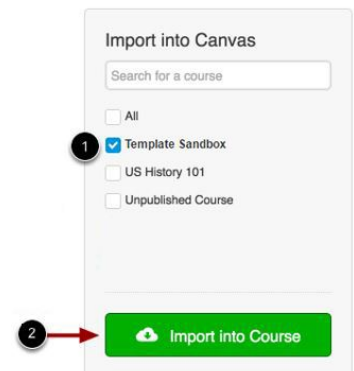
Select Your Home Page

1. Click on the **Pages** section of the **Course Navigation** menu located on the left-hand side
2. Find and click the [View All Pages] button listed on the top left-hand side of the page
3. The [Front Page] indicator should appear to the right of the page titled **Home Page-X.**
4. If it does not, please change this by clicking on the ⚙▾ button and selecting **Use as Front Page**.
5. Once your Front Page is selected, click the **Home** link of the **Course Navigation** menu.
6. Click the **Choose Home Page** [Choose Home Page] button listed on the right-hand side of the page.
7. The **Choose Home Page** prompt will ask you to select your home page for this course.
8. Select **Pages Front Page** from the options displayed and click **Save**.
9. The template is now in place and should appear on your screen.
10. There are multiple options to choose from. There is a home page for each college. See below.

FAU Owl

FAU Stadium

Arts & Letters

Business

Design & Social Inquiry

FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF DESIGN & SOCIAL INQUIRY

GETTING STARTED | COURSE CONTENT | [≡]SYLLABUS | RESOURCES | SUPPORT

Education

FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF EDUCATION

GETTING STARTED | COURSE CONTENT | [≡]SYLLABUS | RESOURCES | SUPPORT

Honors College

FLORIDA ATLANTIC UNIVERSITY
HONORS COLLEGE

HARRIET L. WILKES HONORS COLLEGE

GETTING STARTED | COURSE CONTENT | [≡]SYLLABUS | RESOURCES | SUPPORT

Medicine

FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF MEDICINE

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Nursing

FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF NURSING

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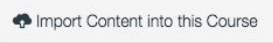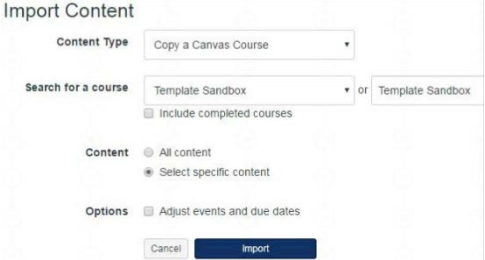
Science

FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF SCIENCE

GETTING STARTED | COURSE CONTENT | [≡]SYLLABUS | RESOURCES | SUPPORT

Copying the Template into an Existing Course

1. Open the course that you would like to apply the template.
2. Click on the **Settings** section of the **Course Navigation** menu located at the bottom left.
3. Find and click the [Import Content into this Course] button on the right-hand side of the page.
4. The **Import Content** page will prompt you to provide some information as shown below.
   a. For **Content Type**, choose **Copy a Canvas Course** from the drop-down menu.
   b. For **Search for a course** expand the **Select a course** drop-down menu. Select **Template Sandbox** course from the list.
   c. For **Content** choose **All Content.**
   d. Leave **Adjust events and due dates** unchecked.
5. Click **Import.**
6. Once ready, the course copy will have **Completed** status under **Current Jobs**.

Support

1. For more information please visit any of the following:
   a. Many different training sessions are available, including workshops, tech-talks, and personalized appointments. To register for a training session please visit our Canvas Workshop Calendar.
   b. View the Canvas Guides.
   c. Enroll in the Canvas for Instructors Tutorial Course.
   d. Submit a Help Desk Ticket.