




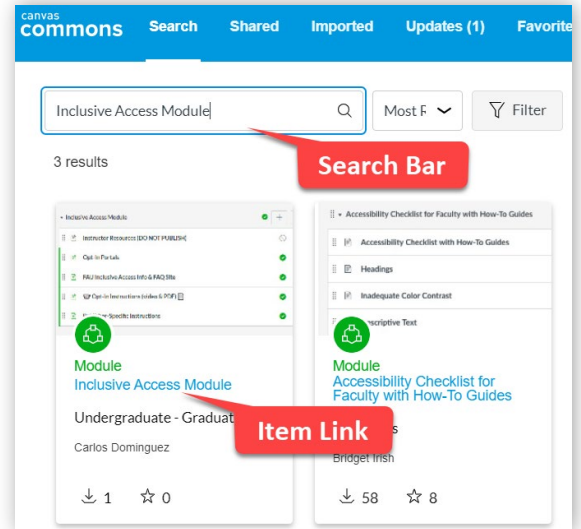
Resource Library

# IMPORT THE VIRTUAL TEACHING MODULES

The FAU Virtual Teaching & Learning modules provide information and guides to help teachers and students conduct and participate in course activities completely online. These resources are just as applicable to in-person courses as they are to fully online courses. In this guide, we'll locate the modules in **Canvas Commons** and then select the course(s) where we want it to be imported.

## LOCATE & IMPORT THE MODULE FROM CANVAS COMMONS




1. In your web browser, go to <https://canvas.fau.edu>
2. Log in with your FAU NetID and password.
3. Click the  button in the global navigation menu to the right.
4. In the search bar at the top, type “FAU Virtual Teaching & Learning.”
5. When the results show, click the item link to access it.
6. Click the  button in the item’s page.
7. In the course panel that popped up, click the boxes next to the courses where you would like to import the module. You can find specific courses by searching for them at the top of the panel or scrolling through the list.
8. Finally, click the  button to begin the import.
9. In a few moments, the module will be added to the bottom of the **Modules** page of your selected course(s).



Canvas Commons Search Results

## MOVE THE MODULE UP ON THE LIST

In order for your students to view the module faster, move the FAU Virtual Teaching & Learning modules up in your **Modules** page.

1. Go to a course where you have imported the **FAU Virtual Teaching & Learning modules**.
2. Click **Modules** in the course navigation menu.
3. Click the  button to the right of the Virtual Teaching & Learning modules.
4. Select the  option.
5. In the panel that popped up to the right, click the dropdown menu and select **At the Top**.
6. Then, click the  button.
7. The module will now appear at the top of your Modules list.