



Converting SAC Courses to the new SAC Course Template



SANTA ANA COLLEGE
Distance Education

New SAC Course Template

The new SAC Course Template was designed to better reflect the CVC-OEI rubric requirements, to provide better functionality and flow for students, and to provide more robust information about student services.

The screenshot displays a Canvas LMS course page for 'TC Workshop Copy Canvas Course'. On the left is a navigation menu with links for Home, Modules, Grades, Syllabus, Announcements, People, Assignments, Discussions, Quizzes, Pages, Rubrics, Outcomes, Files, and BigBlueButton. The main content area shows 'Recent Announcements' with the course title and fields for Course Name, Section Number, and Instructor Name. Below these are three prominent red buttons: 'COURSE INFO', 'MODULES', and 'RESOURCES'. A message asks 'Not Sure Where to Start?' and points to the 'Course Info' button. On the right, the 'Course Status' section shows 'Unpublished' and 'Publish' buttons, along with a list of actions like 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom right, the 'Coming Up' section shows a calendar icon and the text 'Nothing for the next week'.

Converting to the new template

Content can be migrated from the old template to the new one with just a few extra steps.

Faculty will be given two (2) hour(s) of Professional Development Credit for each course migrated.



IMPORTANT

Do not reset the course content in the new course. This would erase the new course template from the course.



Copy Course Content

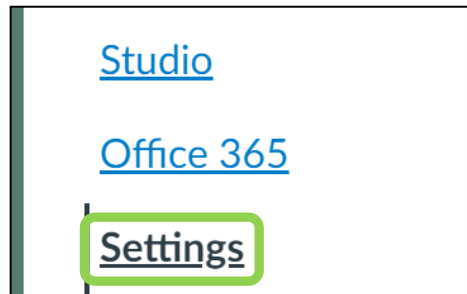


IMPORTANT

Always work in the current semester's course shell. You do not need to access the previous course.

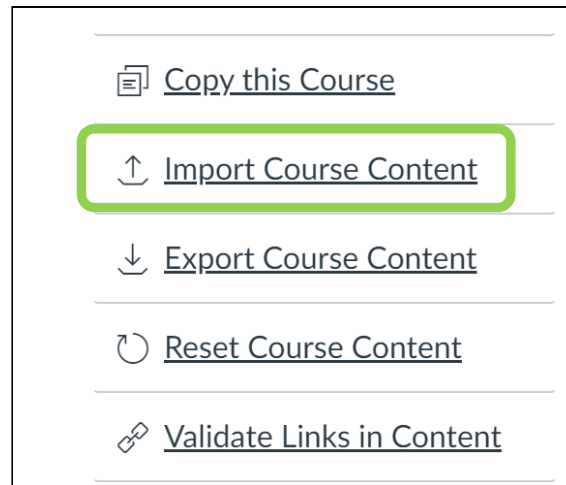
To copy content into a Canvas Course

- Access the current semester course on Canvas.
- Click the **Settings** link on the left side Course Navigation Menu.



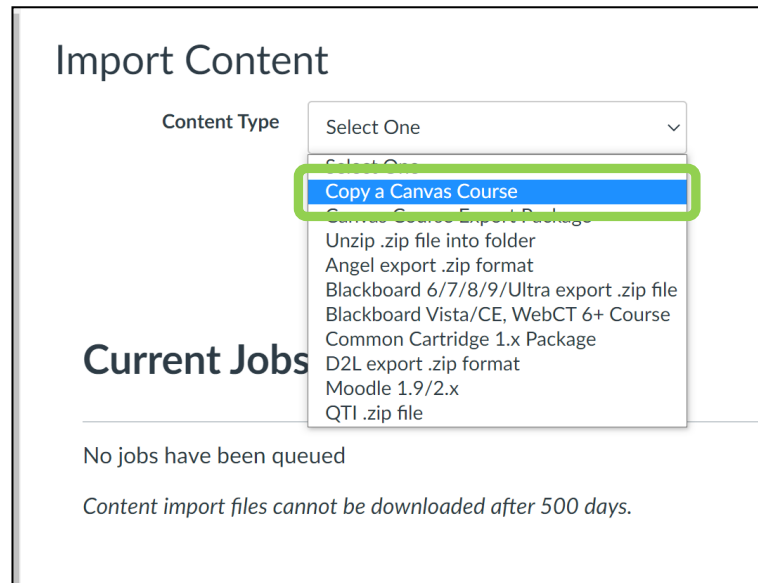
Copy Course Content

- Click the **Import Course Content** link from the right side menu



Copy Course Content

- Under Content Type, select **Copy a Canvas Course** from the pulldown menu.

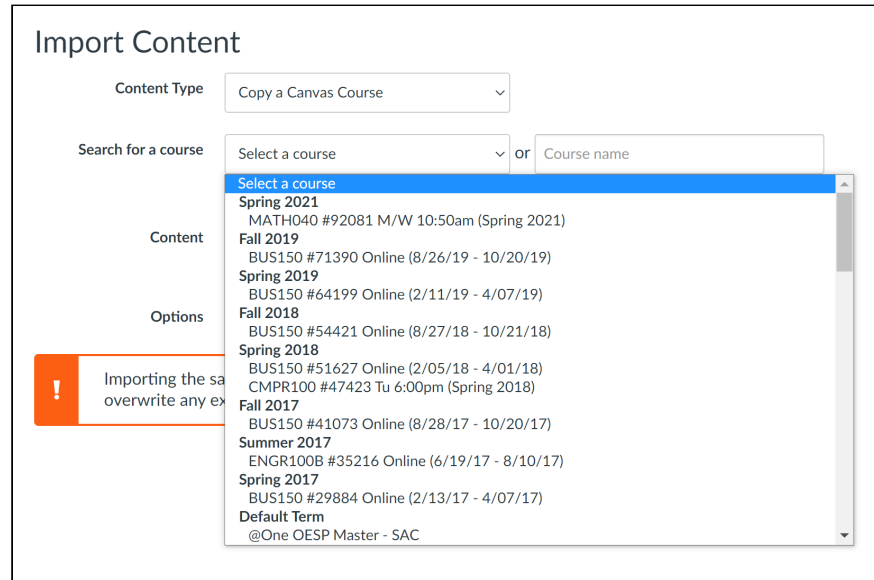


The screenshot shows the 'Import Content' interface. At the top, the title 'Import Content' is displayed. Below it, there is a 'Content Type' dropdown menu. The dropdown is open, showing a list of options. The option 'Copy a Canvas Course' is highlighted with a blue background and a green border. Other options in the list include 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9/Ultra export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QTI .zip file'. Below the dropdown, the text 'Current Jobs' is visible, followed by 'No jobs have been queued' and a note: 'Content import files cannot be downloaded after 500 days.'



Copy Course Content

- Use the pulldown menu or search feature to select the previous course to copy the content from. Courses will be listed from most recent to oldest.



The screenshot shows the 'Import Content' interface. It features a 'Content Type' dropdown set to 'Copy a Canvas Course'. Below it, a 'Search for a course' section includes a dropdown menu and a text input field for 'Course name'. The dropdown menu is open, displaying a list of courses from most recent to oldest. A warning icon and message are visible on the left side of the dropdown menu.

Import Content

Content Type: Copy a Canvas Course

Search for a course: Select a course or Course name

Content

Options

! Importing the same content will overwrite any existing content.

- Select a course
- Spring 2021
MATH040 #92081 M/W 10:50am (Spring 2021)
- Fall 2019
BUS150 #71390 Online (8/26/19 - 10/20/19)
- Spring 2019
BUS150 #64199 Online (2/11/19 - 4/07/19)
- Fall 2018
BUS150 #54421 Online (8/27/18 - 10/21/18)
- Spring 2018
BUS150 #51627 Online (2/05/18 - 4/01/18)
CMPR100 #47423 Tu 6:00pm (Spring 2018)
- Fall 2017
BUS150 #41073 Online (8/28/17 - 10/20/17)
- Summer 2017
ENGR100B #35216 Online (6/19/17 - 8/10/17)
- Spring 2017
BUS150 #29884 Online (2/13/17 - 4/07/17)
- Default Term
@One OESP Master - SAC



Copy Course Content

- Under Content, click the check box next to **Select Specific Content**
- Under Options, click the check box next to **Adjust Events and Due Dates**
 - The previous course and future course start and end dates that automatically populate will be correct – no changes will be necessary
 - A substitute can be entered if the course is a traditional classroom course that is being offered on different days of the week than the previous course.
- Click the red **Import** button at the bottom of the page

Import Content

Content Type

Search for a course

Include completed courses

Content All content Select specific content

Options Adjust events and due dates

Date adjustment Shift dates Remove dates

Beginning date change to

Ending date change to

! Importing the same course content more than once will overwrite any existing content in the course.



Copy Course Content

- To select the specific content to be copied, click the red **Select Content** link under the Current Jobs.

Import Content

Content Type

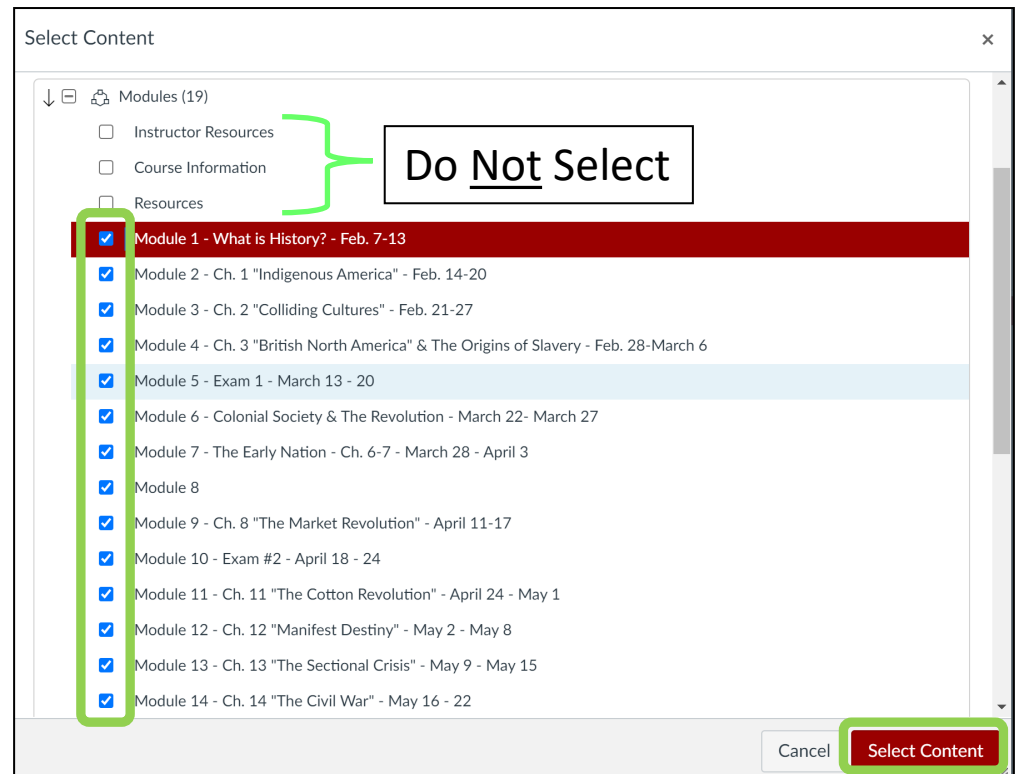
Current Jobs


Course Copy	SACTMP2023FA	Apr 24 at 9:28am	Waiting for Selection	Select Content
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Copy Course Content

- Select the content to copy:
 - Click the right facing arrow next to **Modules** to expand the section
 - Click the check boxes to the left of Modules 1 – 16
- Click the red **Select Content** button at the bottom of the box



 To avoid duplicates, do not select the Instructor Resources, Course Information, or the Resources modules to be copied.

IMPORTANT

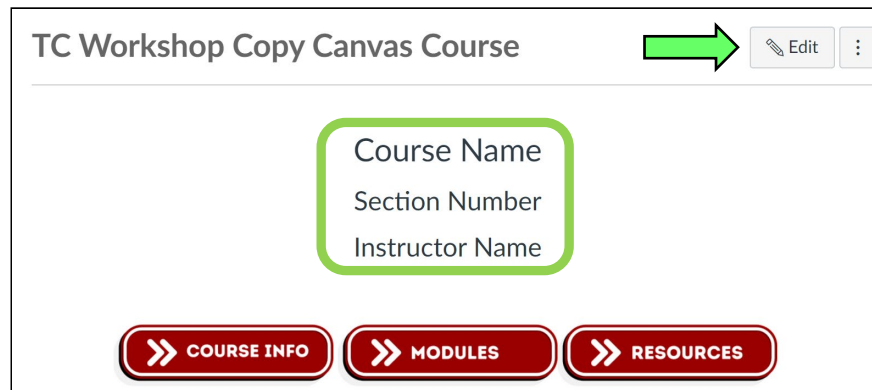


Update Template Pages

Once the content has copied over, you will need to complete the following template pages:

Home Page

- Click the **Edit** button at the top right of the page, then add the **Course Name**, **Section Number**, and **Instructor Name** at the top of the page.
- Click the **Save** button at the bottom of the page to save the changes.




The screenshot shows a web interface for editing a course page. At the top, the text "TC Workshop Copy Canvas Course" is displayed. To its right is a green arrow pointing to an "Edit" button and a menu icon. Below this, a green rounded rectangle highlights a form with three input fields: "Course Name", "Section Number", and "Instructor Name". At the bottom of the page, there are three red buttons with white text and double arrows: "COURSE INFO", "MODULES", and "RESOURCES".

Update Template Pages

Canvas Syllabus Page

- Click the **Edit** button at the top right of the page. Update the following information:
 - Course Name
 - Upload the Course Syllabus document
 - Course Description
 - Required Materials
 - Instructor Contact
 - Student Learning Objectives
- Click the red **Update Syllabus** button at the bottom of the page to save the changes.



Course Name

[Accessible Course Syllabus](#)

Course Syllabus Link full syllabus document that previews inline and opens automatically.

Course Description

Insert Course Description

Required Materials

Example (textbook): Course Textbook Title, Author and ISBN.

Example (OER): This course uses digital course materials designed using [Open Educational Resources](#) (OER), high-quality, openly licensed educational materials, rather than a traditional textbook. The reading materials for this course are made available to you at no cost. The reading selections for each module have been taken mainly from *The Legal and Ethical Environment of Business* with selections from *The Foundations of Business Law and Legal Environment of Business* and are embedded in the Modules for your access.

Instructor Contact

Replace with Instructor Image

Instructor name

Contact information

Response time (Example: Instructor will reply within 48 hours, Monday - Friday)

Student Learning Objectives

Update Template Pages

Course Information Module

Welcome Page

- Click the **Edit** button at the top right of the page, then add the following information:
 - Course Name at the top of the page.
 - Remove the Instructor Notes (in blue)
 - (Optional) Embed Instructor Welcome Video
 - Review information and, if necessary, update it to reflect the specifics of the course
- Click the red **Save** button at the bottom of the page to save the changes.

Welcome to Course Name!

Instructors Note: Replace these examples with your own "Welcome" information, which should also include a captioned, YouTube introduction by you to the course. Use this page to capture students' interest, pose a challenge, and/or share an anecdote that connects your content to real-world experiences. This document may be helpful in guiding the development of your introductory video: [Faculty Video Introduction Sample Script](#) ↓

Let's begin by reviewing all the information you need to get started in this class. The more familiar you are with the course contents, navigation, and expectations, the more successful you are likely to be! Please watch the course intro video below for an overview of how to successfully navigate our course.

[Replace with Instructor Welcome video.]



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Update Template Pages

Accessible Course Syllabus & Policies

- Click the **Edit** button at the top right of the page
- Remove the instructor note at the top of the page
- Copy and paste a copy of the Course Syllabus onto the page
- Run an accessibility checker to ensure that the page is accessible
- Click the red **Save** button at the bottom of the page to save the changes.

Accessible Course Syllabus & Policies

Copy/paste the content from your syllabus into this page and use the Canvas tools to format (apply heading levels, create bulleted/numbered lists, check for accessibility, etc.). This will create an accessible version of your syllabus.

Click the *Next* button below to access more details about this course.



Update Template Pages

Instructor Contact Page

- Click the **Edit** button at the top right of the page. Update the following information:
 - (Optional) Add Instructor Image
 - Instructor Name
 - Phone
 - Email
 - Office Location & Hours
 - Contact Preference & Response Times
 - Instructor Bio
- Click the red **Save** button at the bottom of the page to save the changes.

Instructor Contact

Contact Information

[Insert Instructor Photo]

[Instructor Name]

Phone:

Email:

Office Location:

Office Hours:

Contact Preferences and Response Time:

Instructor Bio




Update Template Pages

Communication Plan Page

- Click the **Edit** button at the top right of the page.
- Update the following information:
 - Remove the blue Instructor Note at the top of the page
 - Review & update the information to reflect the specifics of the course
 - Add Instructor Contact information
- Click the red **Save** button at the bottom of the page to save the changes.

Communication Plan



[Instructor note: Please ensure this plan accurately reflects your course communication practices and response times. Delete this message after updating.]

We will communicate in various ways throughout this course:

Student Lounge & Ask the Professor Discussion Board

First, and most importantly, we will all use the [Student Lounge & Ask the Professor](#) discussion board for any question about the course. I expect you to check this discussion throughout the week for messages from classmates and to respond accordingly. Questions might include things like clarifying when an assignment is due, wondering where to find information on a topic, setting up study teams, inquiring what others have discovered on a particular topic, etc.

This allows us all to see one another's questions and anyone to respond. We can't all be monitoring our course 24/7, but collectively we can work together to ask, answer, and clarify one another's questions.

I will typically respond to questions posted here within 48 hours during the work week.

Feel free to use this discussion board for informal (personal, non-question) group discussions with your classmates as well.

Student-to-Student Communication

For easy communication with your classmates, you can use Pronto to chat, share files, and video conference. Simply click on the word bubble icon at the bottom of the navigation panel on the far left.

Reminder: [Course Netiquette](#) applies to all course communication.

[How to use Pronto](#) [Pronto Privacy Statement](#) ↗

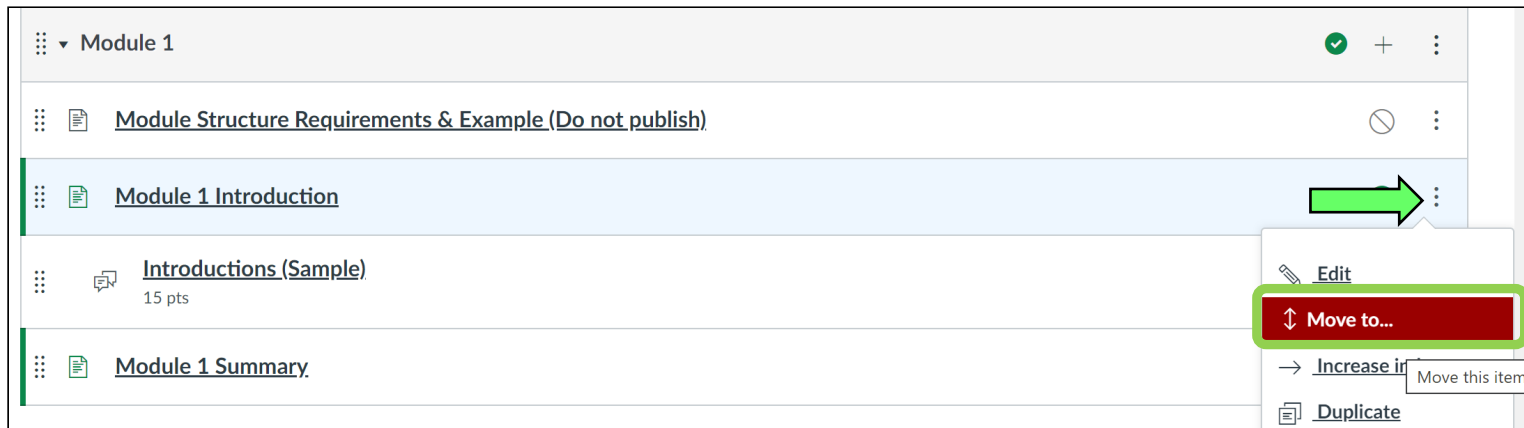


Update Content Modules

Content Modules

The imported content modules will be located after the template modules.

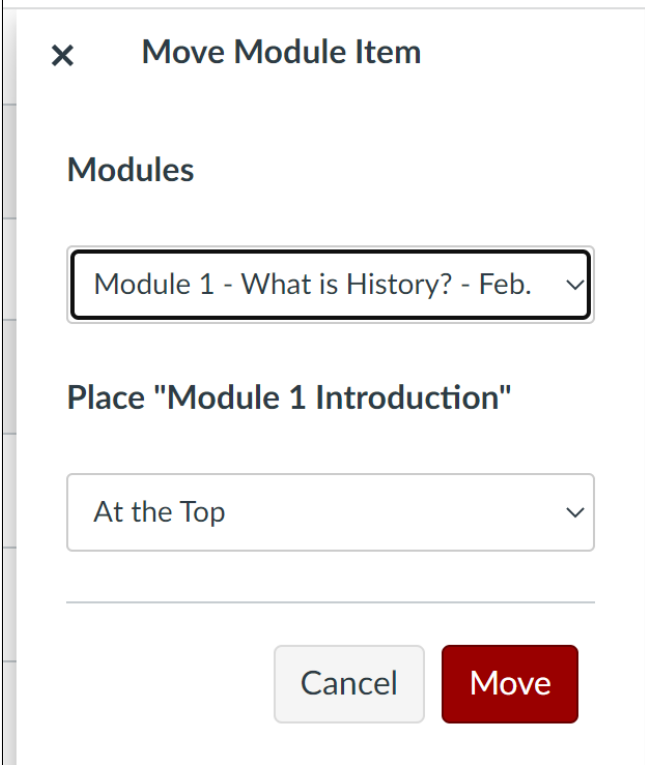
- Module Introduction Pages will need to be moved from the template modules into the modules that contain content
 - Find the Module Introduction page in the new template module
 - Click the 3 dot menu to the right, then select **Move To** from the menu



Update Content Modules

Content Modules Continued

- On the Move Module Item menu:
 - Under **Modules**, use the pulldown menu to select the corresponding module with content that was copied into the course.
 - Under **Place Module # Introduction**, use the pulldown menu to select **At the Top** from the menu.
 - Click the red **Move** button located at the bottom to move the item to the appropriate module.
 - Repeat the process until all Module Introduction pages have been moved.



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Move Module Item

Modules

Module 1 - What is History? - Feb. ▾

Place "Module 1 Introduction"

At the Top ▾

Cancel Move

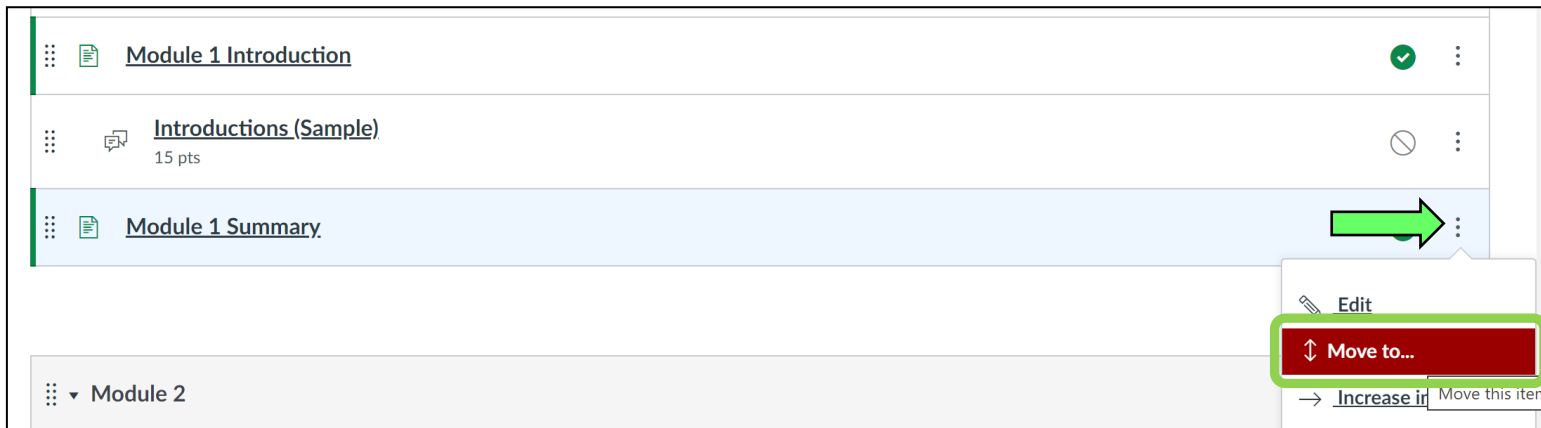


Update Content Modules

Content Modules

The imported content modules will be located after the template modules.

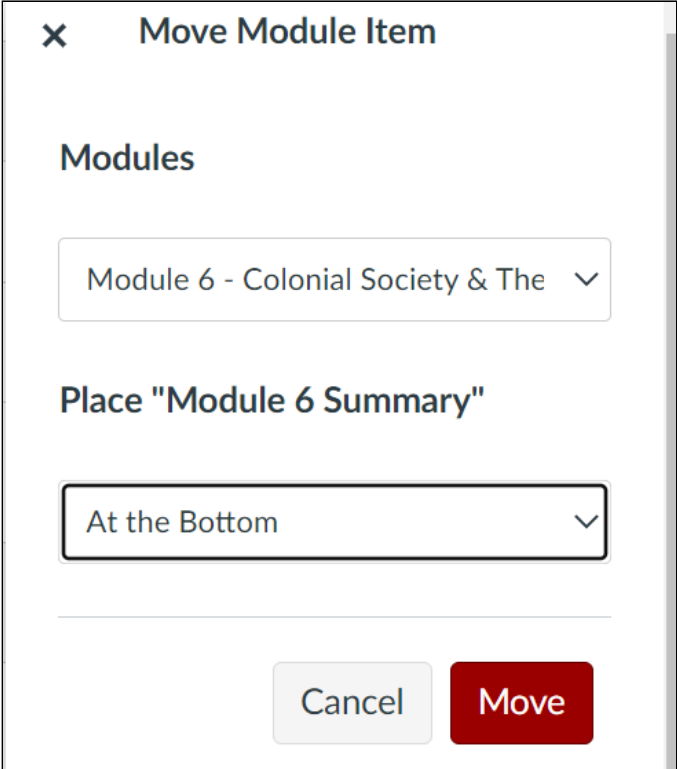
- Module Summary Pages will need to be moved from the template modules into the modules that contain content
 - Find the Module Summary page in the new template module
 - Click the 3 dot menu to the right, then select **Move To** from the menu



Update Content Modules

Content Modules Continued

- On the Move Module Item menu:
 - Under **Modules**, use the pulldown menu to select the corresponding module with content that was copied into the course.
 - Under **Place Module # Summary**, use the pulldown menu to select **At the Bottom** from the menu.
 - Click the red **Move** button located at the bottom to move the item to the appropriate module.
 - Repeat the process until all Module Summary pages have been moved.



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Move Module Item

Modules

Module 6 - Colonial Society & The ▾

Place "Module 6 Summary"

At the Bottom ▾

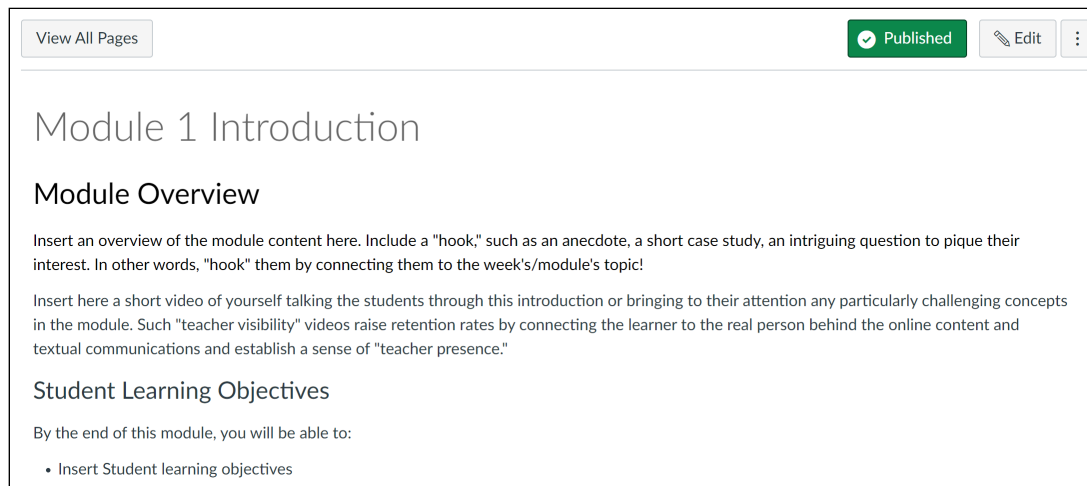
Cancel Move



Update Module Introduction Page

Once moved into the modules with content, the Module Introduction pages will need to be updated.

- Click the **Edit** button located towards the upper right of the page.
- Add the updated content such as overview, objectives and learning outcomes
- Click the red **Save** button at the bottom of the page to save the changes.



The screenshot shows a web editor interface for a module introduction page. At the top left is a button labeled "View All Pages". At the top right are three buttons: a green "Published" button with a checkmark, a grey "Edit" button with a pencil icon, and a grey menu button with three vertical dots. The main content area has a heading "Module 1 Introduction" and a sub-heading "Module Overview". Below the sub-heading is instructional text: "Insert an overview of the module content here. Include a 'hook,' such as an anecdote, a short case study, an intriguing question to pique their interest. In other words, 'hook' them by connecting them to the week's/module's topic!" followed by another paragraph: "Insert here a short video of yourself talking the students through this introduction or bringing to their attention any particularly challenging concepts in the module. Such 'teacher visibility' videos raise retention rates by connecting the learner to the real person behind the online content and textual communications and establish a sense of 'teacher presence.'". Below this is a sub-heading "Student Learning Objectives" followed by the text "By the end of this module, you will be able to:" and a bullet point: "• Insert Student learning objectives".



Update Module Summary Page

Once moved into the modules with content, the Module Summary pages will need to be updated.


- Click the **Edit** button located towards the upper right of the page.
- (Optional) add information for the Deeper Dive and Additional Resources. If not being used, delete these optional sections.
- Click the red **Save** button at the bottom of the page to save the changes.

Student Lounge & Ask the Professor discussion so that your classmates and I can point you towards additional resources.' There is a small illustration of a person diving, with the text 'Deeper Dive (optional)' next to it. At the bottom, it says 'Here are some additional resources around this module's theme that I highly recommend:' followed by two bullet points: '• yyyyyy' and '• xxxxxx'." data-bbox="425 345 951 814"/>

View All Pages

Published Edit


Module 1 Summary



Congratulations!

If you have completed all the requirements for this Module, you can get started on the next Module!

If you want to explore the topics of this module further, post your particular interests and questions to the [Student Lounge & Ask the Professor discussion](#) so that your classmates and I can point you towards additional resources.



Deeper Dive (optional)

Here are some additional resources around this module's theme that I highly recommend:

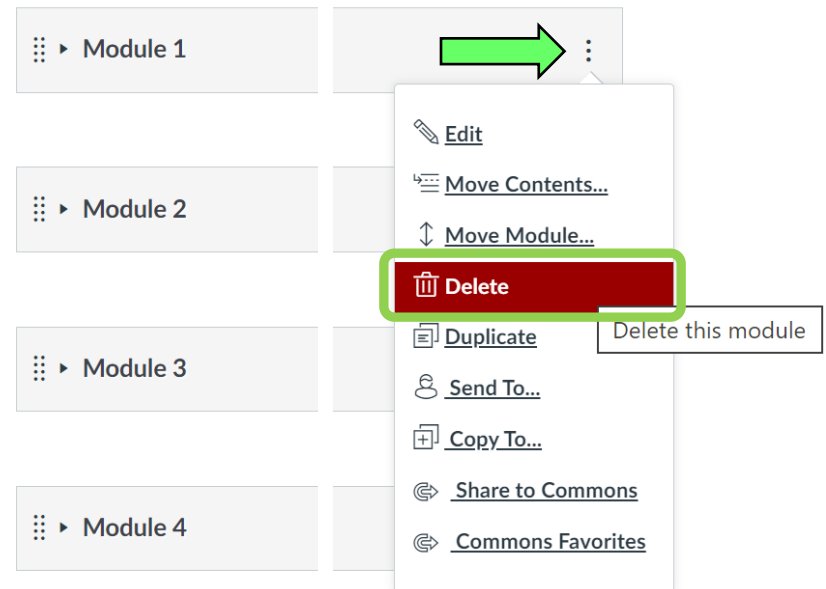
- yyyyyy
- xxxxxx



Delete Duplicate Modules

During the Course Copy process, duplicate modules were created. Once the Module Introduction and Summary pages have been moved to the content modules, the duplicate modules should be deleted.

- Click the 3 dot menu to the right of the duplicate module
- Select **Delete** from the menu, and confirm the selection
- Repeat the process until all of the duplicate modules have been deleted from the course

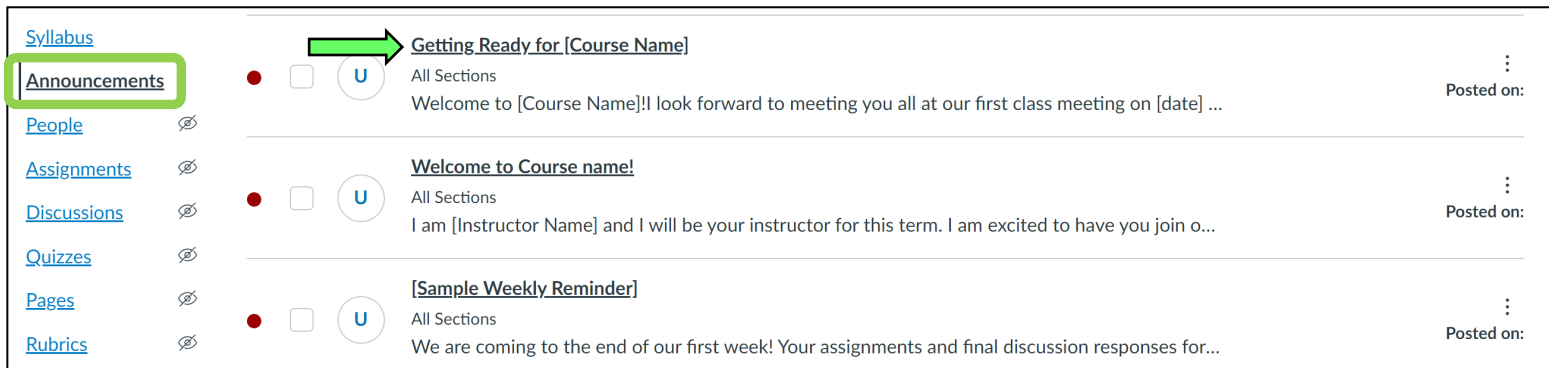


Review Announcements

The template includes “starter” announcements that align with the CVC-OEI Rubric Section B1. Each announcement should be personalized to reflect the specifics of the course; and add a publish date.

To access Announcements:

- Click the **Announcement** link on the left side Course Navigation Menu
- Click the title of the Announcement to open



The screenshot shows a course navigation menu on the left with the following items: Syllabus, Announcements (highlighted with a green box), People, Assignments, Discussions, Quizzes, Pages, and Rubrics. To the right, a list of announcements is displayed. The first announcement, titled "Getting Ready for [Course Name]", is highlighted with a green arrow. It includes a red dot, a square checkbox, a circular icon with a 'U', the text "All Sections", the content "Welcome to [Course Name]! I look forward to meeting you all at our first class meeting on [date] ...", and a "Posted on:" label with a vertical ellipsis. Below it are two other announcements: "Welcome to Course name!" and "[Sample Weekly Reminder]", both with similar icons and content.



Review Announcements

To edit an Announcement:

- Click the **Edit** button in the upper right of the page
- Add the **Course Name** to the title and first line
- Edit the text reflect the specific course information
- Delete the Instructor Notes [in brackets]
- Click the checkbox next to **Delay Posting** and add the date the Announcement should be published
- Once updated, click the red **Save** button at the bottom of the page

Getting Ready for [Course Name]
All Sections

Welcome to [Course Name]!

I look forward to meeting you all at our first class meeting on [date] at [time] in [room].


Although class doesn't start for another [week/10 days/5 days], I want to provide you with all the information you need to get started in this class. The more familiar you are with the course contents, navigation, and expectations, the more successful you are likely to be!

Start by familiarizing yourself with our course layout. You will navigate through the course using the Course Navigation Menu on the left side of the screen, or by clicking the links on the [Course Home Page](#). Please review the [Course Information](#) Module including the Welcome Video, [Course Syllabus](#), and [Customize Your Canvas Settings](#) pages.

Getting Started

Options

Delay posting

Post At 

Enable podcast feed

Allow liking



Verify Course Content

Once the migration is complete, verify the course links and content to ensure that everything is working, and that content is located in the appropriate places.

Repeat this process for each course that needs to be migrated from a previous semester.

Once a course has been migrated to the new template, it can be copied to any additional sections from the same semester using the standard course copy procedure.



Resources



Additional Support Resources:

- Canvas 24/7 Support: **(844) 612-7428**
- [Canvas Instructor Guides](#)
- SAC Distance Education

Website: www.sac.edu/DistEd

Email: DistEd@sac.edu



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