SAC COURSE TEMPLATE
SPRING 2018 CHANGES (FOR EXISTING COURSES)

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IMPORTANT **This is intended for courses that have been _previously_ _created_ in Canvas, and are being copied to a new course shell. New Content should be created in the newest course shell available.**
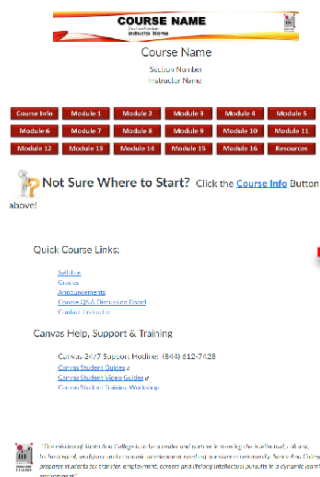
SUMMARY: SPRING 2018 TEMPLATE CHANGES

- Home Page
- Canvas Syllabus
- General Course Q&A Discussion Instructions
- Course Information Module (Welcome Page, Course Information Page, and Canvas Course Tour Page)
- Content Modules (Module Introduction / Instruction pages)
- Resource Module

HOME PAGE

- Removed Sample Banner: Replaced with SAC Logo, Course Name, Section Number, and Instructor Name
- Removed image from the "Not Sure Where to Start" section
- Quick Course Links: Removed the Syllabus and Announcements Links
- Canvas Help, Support & Training: Removed the Student Training Course link, Replaced with the Canvas Student Webpage link
- SAC Mission Statement was update to reflect the new one

OLD TEMPLATE HOME PAGE   **NEW TEMPLATE HOME PAGE**
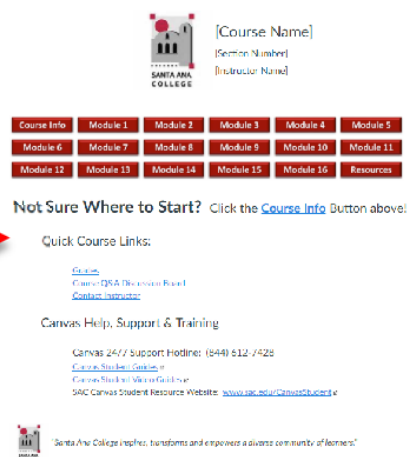
OPTION 1 TO UPDATE: IMPORT NEW HOME PAGE, SET AS FRONT PAGE, RELINK BUTTONS & LINKS

1. Delete the existing home page in the new course.
2. Import the new home page from the Canvas Commons.

3. Access the Page Index (Pages > View All Pages), then locate the new Home Page.
4. Click the Settings icon, then select Use as Front Page from the menu.
5. Click the new Home Page to access, then click the Edit button. Add the Course Name, Section Number, and Instructor Name at the top.
6. Click a button to select, then relink to the appropriate module or page in the course. (Click Edit > Click Button > Click the Link tab in upper right > Click Modules > Click the Associated Module > Click Save button). Repeat until all buttons have been relinked.
7. Highlight a link under Quick Course Links, then relink to the appropriate Module or Page. Repeat until all links have been relinked.
8. Save the changes to the page. Verify that all links are working properly.

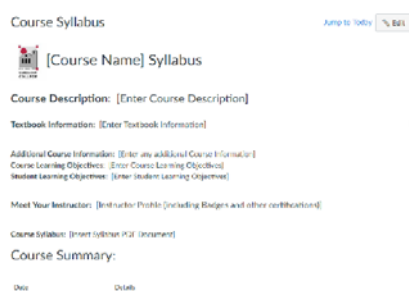OPTION 2 TO UPDATE: EDIT EXISTING HOME PAGE TO REFLECT THE CHANGES

1. Access the Home Page, then click the Edit Button.
2. Add the SAC Logo (found in the Files tab at the top right), Course Name, Section Number, and Instructor Name as a header if not already there.
3. If desired, remove the image from the Not Sure Where To Start? section.
4. Remove the Syllabus and Announcement Links from the Quick Course Links section.
5. Remove the Student Training Course Link from the Canvas Help, Support & Training section. Replace with text "SAC Canvas Student Resource Website: www.sac.edu/CanvasStudent".
6. If not automatically hot linked, highlight website link, then click the Link icon on the tool bar. Enter the full web address of http://www.sac.edu/CanvasStudent in the provided box, then click the Update Link to save the changes.
7. Highlight the SAC Mission Statement at the bottom, replace with the text "Santa Ana College inspires, transforms and empowers a diverse community of learners."
8. Save the changes to the page. Verify that all links are working properly.
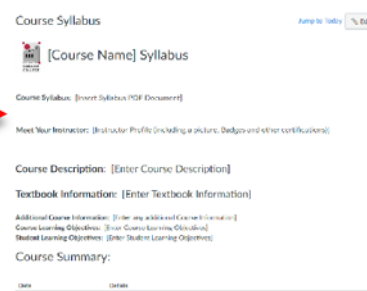
CANVAS SYLLABUS

- Layout Changes: PDF Course Syllabus Document and "Meet Your Instructor" were moved to the top

OLD CANVAS SYLLABUS   NEW CANVAS SYLLABUS

OPTION 1 TO UPDATE: CUT & PASTE EXISTING SYLLABUS INFO

1. Access the Canvas Syllabus, then click the Edit button at the top right.
2. Highlight the Course Syllabus section to select, then right click and select Cut from the menu.
3. Click at the top of the Canvas Syllabus on the line below the SAC Logo and Course Name, then right click and select Paste from the menu.

4. Highlight the Meet Your Instructor section to select, then right click and select Cut from the menu.
5. Click at the top of the Canvas Syllabus on the line below the Course Syllabus, then right click and select Paste from the menu.

OPTION 2 TO UPDATE: IMPORT NEW SYLLABUS, THEN COPY & PASTE INFO FROM PREVIOUS COURSE
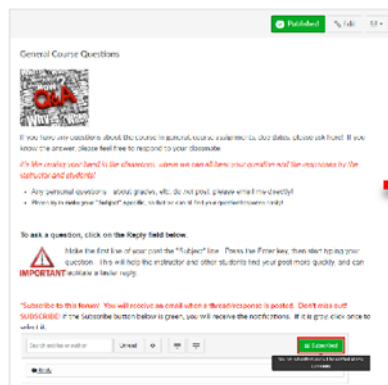
1. Locate the Canvas Syllabus template in a new course shell, then copy the new Canvas Syllabus template to the clipboard. Paste it into the Canvas Syllabus in the new course.
2. Open a Canvas in a second browser window, the access the Canvas Syllabus in the previous or completed course.
3. Toggling between the two browser windows, copy and paste the Canvas Syllabus information from the old course into the corresponding areas in the new course.
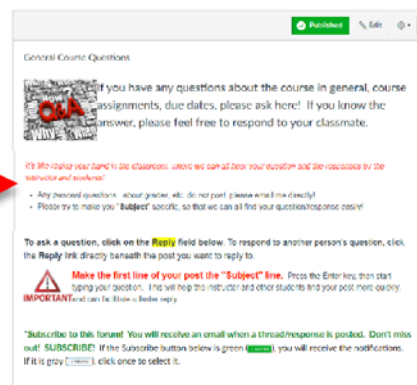
GENERAL COURSE Q&A DISCUSSION (COURSE INFORMATION MODULE)

- General Course Questions Discussion: Updated instructions to provide more clear and specific direction to students.

OLD COURSE Q&A DISCUSSION   **NEW COURSE Q&A DISCUSSION**

OPTION 1 TO UPDATE: COPY & PASTE DISCUSSION INSTRUCTIONS TO REPLACE OLD INFORMATION

1. Access the <u>new</u> General Course Questions Discussion (can be found in a new Spring course shell or in the SAC Faculty Canvas Training workshop).
2. Highlight all of the content in the Discussion instructions to select it, then copy it to the clipboard.
3. Access the <u>original</u> General Course Questions Discussion.
4. Click the Edit button, then highlight all of the existing content in the Discussion instructions to select it and paste the new instructions in. Click the Save button to save the changes.

OPTION 2 TO UPDATE: DELETE OLD DISCUSSION & IMPORT / RELINK NEW DISCUSSION

1. Delete the old General Course Questions Discussion from the course
2. Import the new General Course Questions Discussion from the Canvas Commons
3. Add the new General Course Questions Discussion to the Course Information Module before the Course Information Summary Page.
4. Access the Home Page, then relink the Course Q&A Discussion Board link under Quick Course Links to the new General Course Questions Discussion. (Click Edit > Highlight Course Q&A Discussion Board text > Click the Link tab in upper right > Click Discussions > Click General Course Questions > Click Save button)

COURSE INFORMATION MODULE

- Welcome Page was updated, the Course Tour Video was removed, and the Course Information and Canvas Syllabus link were added.
- Couse Information Page was deleted, and the Course Information and Canvas Syllabus link were added to the new Welcome page.
- Canvas Course Tour Page was added, the Course Tour Video was moved from the old Welcome page.

OLD WELCOME PAGE   **NEW WELCOME PAGE**

OPTION 1 TO UPDATE: DELETE OLD MODULE & PAGES, IMPORT & UPDATE PAGES & INFORMATION

1. In the new course, delete the Welcome to your SAC Course and Course Information pages from the Page Index. (Pages > View All Pages > Locate the Page > Click the Settings Icon to the Right > Select Delete from the menu – repeat for each page).
2. Import the new Welcome to [Course Name]! and Canvas Course Tour pages into the new course from the Canvas Commons.
3. Add the Welcome to [Course Name]! page to the Course Information Module. In the Module header, click the + icon, then select Content Page from the pulldown, and choose the Welcome to [Course Name]! page. Move the page to the top of the module.
4. Add the Canvas Course Tour page to the Course Information Module. In the Module header, click the + icon, then select Content Page from the pulldown, and choose the Canvas Course Tour page. Move the page below the Welcome page in the module.
5. Open a Canvas in a second browser window, the access the Welcome to Your SAC Course! page in the previous or completed course.
6. Toggling between the two browser windows, copy and paste the custom information from the old course Welcome page and Course Information page into the Welcome to [Course Name]! page in the new course.
7. Access the Home Page, then relink the Course Info button to the new Course Information Module. (Click Edit > Click the Course Info button > Click the Link tab in upper right > Click Pages > Click Welcome to [Course Name]! > Click Save button)
8. Relink the "Not Sure Where to Start?" link. (Highlight the Course Info text > Click the Link tab in upper right > Click Pages > Click Welcome to [Course Name]! > Click Save button)

CONTENT MODULES

- Module Introduction / Instructions Page was added to each module (1-16)

IMPORTANT

If the course already contains an Introduction / Instruction page for each module, then no action needs to be taken for this template update.

Module 1 Introduction / Instructions

In this module, students will learn [Module Introduction]

To successfully complete this module, students will need to:

[List Reading Assignments, Handouts, Videos, etc.]

[List Homework Assignments, Discussions, etc.]

[List Quizzes]

[List Supplemental Material if applicable]

OPTION 1 TO UPDATE: CREATE NEW MODULE INTRODUCTION/INSTRUCTION PAGES IN MODULES

1. In the new course, access the Module then click the + button on the Module Header.
2. Select Content Page from the drop down menu, then New Page. Enter Module (#) Introduction / Instructions in the Page Name field. Click the Add Item button to save.
3. Drag and drop the newly created page to the top of the module.
4. Access and edit the page to add the module introduction and instructions.

OPTION 2 TO UPDATE: IMPORT INTRODUCTION/INSTURCTION PAGES, ADD TO MODULES & UPDATE

1. Import the Module Introduction / Instructions Module from the Canvas Commons.
2. In the new course, access the Module then click the + button on the Module Header.
3. Select Content Page from the drop down menu, then select the corresponding Module Introduction / Instruction page from the provided list. Click the Add Item button to save.
4. Drag and drop the newly added page to the top of the module.
5. Access and edit the page to add the module introduction and instructions.
6. Delete the Module Introduction / Instructions Module from the new course (do <u>not</u> delete the individual pages). Click the Module Settings icon, the select Delete from the menu.

RESOURCE MODULE

- SAC Academic Honesty Policy page was added
- SAC Nealley Library page was updated

OPTION 1 TO UPDATE: DELETE OLD MODULE, IMPORT NEW MODULE & RELINK ON HOME PAGE

1. In the new course, delete the Resources Module (Settings > Delete).
2. Delete the associated Pages from the Page Index. See below for a complete list of associated pages to be deleted. (Pages > View All Pages > Locate the Page > Click the Settings Icon to the Right > Select Delete from the menu – repeat for each page).
3. Import the new Resources Module from the Canvas Commons.
4. Access the Home Page, then relink the Resources button to the new Resources Module. (Click Edit > Click the Resources button > Click the Link tab in upper right > Click Modules > Click Resources > Click Save button)

PAGES ASSOCIATED WITH THE OLD RESOURCE MODULE (ALPHABETICAL ORDER):

|	
Canvas Technical Help & Support	SAC Learning Center
SAC Academic Honesty Policy (may not be in all courses)	SAC Math Center
SAC Assessment Center	SAC Nealley Library
SAC Canvas Technical Training Workshop for Faculty	SAC Online Student Orientation
SAC Canvas Technical Training Workshop for Students	SAC Open Educational Resources (OER)
SAC Disabled Students Programs & Services (DSPS)	SAC Student Services
SAC Distance Education	Using the SAC Template

# IMPORT TEMPLATE CHANGES FROM THE CANVAS COMMONS

1. Access the <u>new</u> course. Click the **Import from Commons** button on the right sidebar menu.
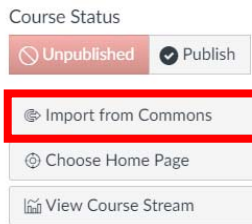
2. On the Canvas Commons home page, click the **SAC Consortium** link on the left side menu.
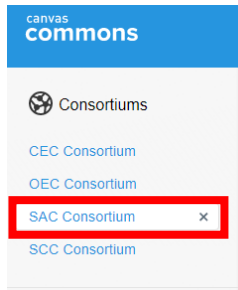
3. The page will contain all of the Template Changes items, as well as a complete copy of the Spring 2018 Course Template. Locate the new template item to be imported into the course, then click on the title to access it.
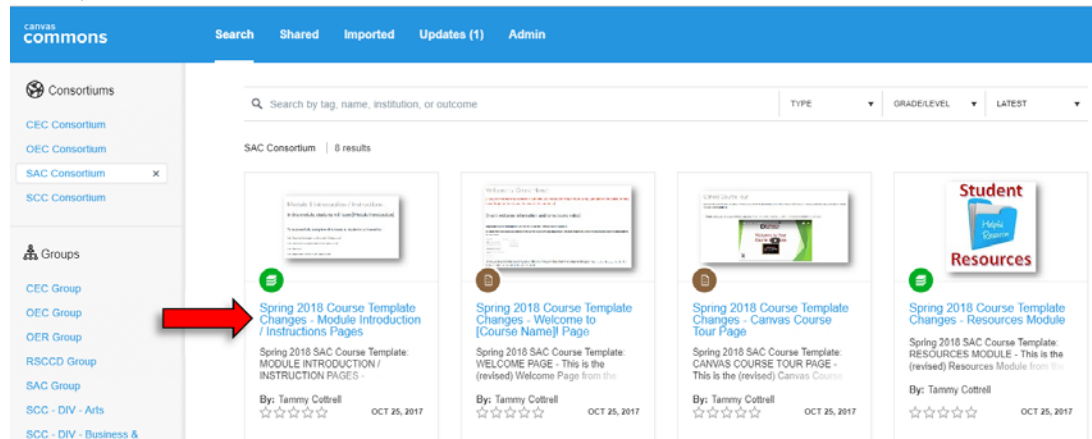
4. On the Import into Canvas right sidebar, click the check box next to the course(s) to import the item to. A .zip file can also be downloaded by clicking the Download link at the bottom of the sidebar menu. Once the course is selected, click the **Import into Course** button to start the import process. The content will automatically be imported into the select course(s).