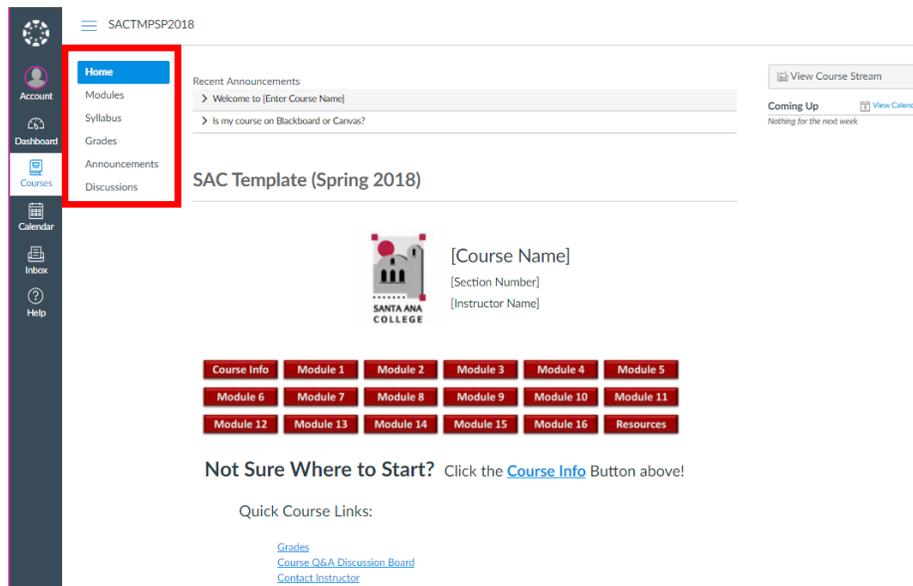# SAC TEMPLATE

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

COURSE NAVIGATION

The Course Navigation Menu is how instructors and students navigate through a class. The **Course Navigation Menu** is displayed on the left side of the page, and contains links to the **Home** page, **Modules**, (Canvas) **Syllabus**, **Grades**, **Announcements**, and **Discussions**.


SAC CANVAS COURSE TEMPLATE

The use of the SAC Canvas Course Template is mandatory. The purpose of the template is to provide students with consistent navigation from course to course, and make it easier for them to find their course work. Instructors should personalize and update the Home Page, Course Information module, and Canvas Syllabus. Content should be organized into Modules.

CANVAS SYLLABUS

The Canvas Syllabus at SAC is a public page. The Syllabus should contain the course syllabus, an instructor bio ("Meet Your Instructor"), course description, textbook information, and learning outcomes. The Course Summary is automatically generated based on assignments and due dates.
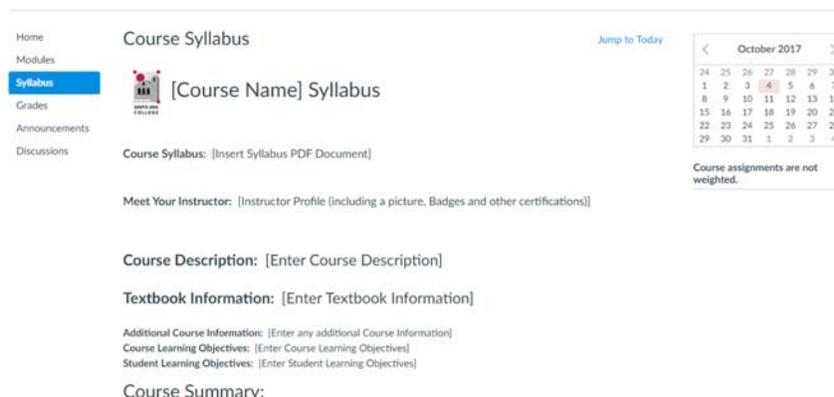
MODULES

Modules control the flow of the course, content, and are how instructors will guide students through the course. Modules provide students with a single place to find all of the coursework and supporting content that needs to be completed. It is recommended that Modules be organized by Week, Unit, or Chapter. The suggested module structure is: Module Introduction/Instructions, Content (reading assignments, videos, assignments, discussions, quizzes, etc.), and Module Summary.

To add content to a module, click the **+** button on the right side of the module header. Select the type of content to be added from the pull down menu. Content within a module can be reordered by clicking the left of the item then dragging and dropping it in the desired location.

CONTENT PAGES

Content pages are the way that instructors deliver content to students. Instructors can create and edit pages. To edit a page, access the Page then click the **Edit** button at the top right.


Instructors can add text, documents, images, media (audio, video), web links, third party tools and course links to a page by using the Rich Content Editor toolbar and Content Selector.

UPLOADING FILES

Instructors can upload file on the File Index Page, or during the course of creating content by using the Content Selector. To access the Filed Index Page, click the **Files** link on the Course Navigation Menu, then click the **Upload** button on the right side of the page.
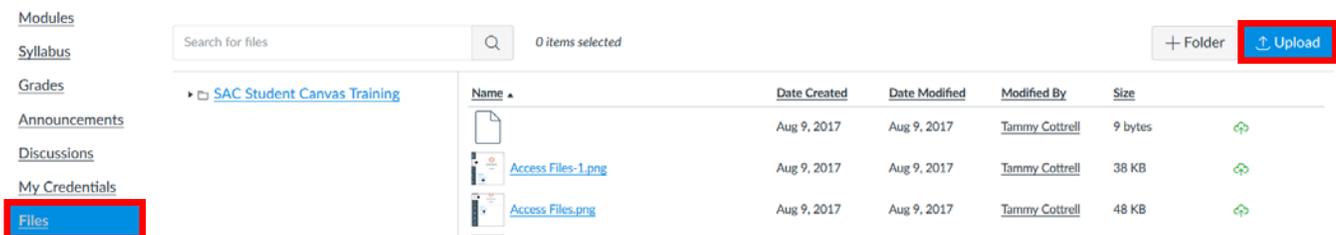
To add files while creating content, click the **Files** tab on the Content Selector. Click the **Upload a New File** link towards the bottom. Then select the file to be uploaded to the page.