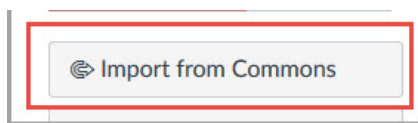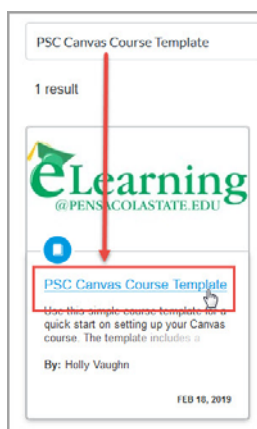## How to Import the Canvas Course Template

The first step in creating a Canvas course is to import the Canvas course template. Since Canvas courses have no organizational structure to begin with, importing the course template is the quickest way to get your Canvas course set up and ready for you to add content.

Importing the Course Template

1. Enter your course.
2. Click the "**Import from Commons**" button.

   a. FYI: The first time you navigate to Canvas Commons, you may be prompted to "Authorize" your account to use Canvas Commons. If you see this, you will need to click the "Authorize" button to access Canvas Commons. You will only have to do this the first time you access Canvas Commons.
3. In the search field, enter **PSC Canvas Course Template**.
4. When the search is returned, click the **PSC Canvas Course Template** link.
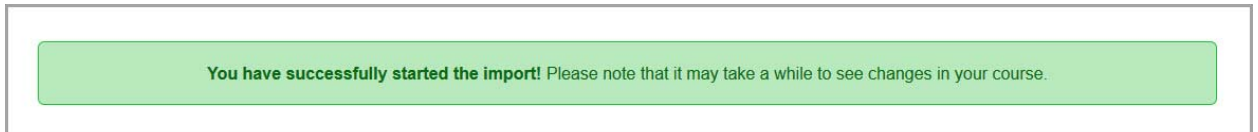

5. Click the **Import/Download** button.

6. Select the course in which to import the template, and click the **Import into Course** button.

7. A message will display indicating the import has started. (It usually processes very quickly.)

You have successfully started the import! Please note that it may take a while to see changes in your course.

8. Click **Courses** to return to your course.

9. Upon returning to your course, you should notice that the template has been imported.

Updated 4/30/19