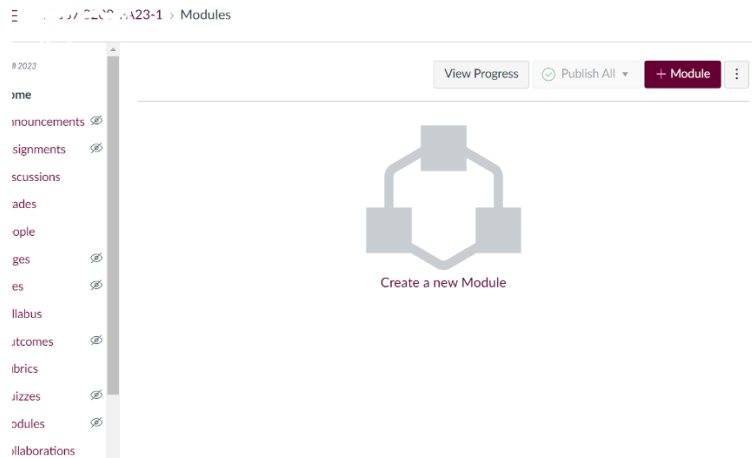


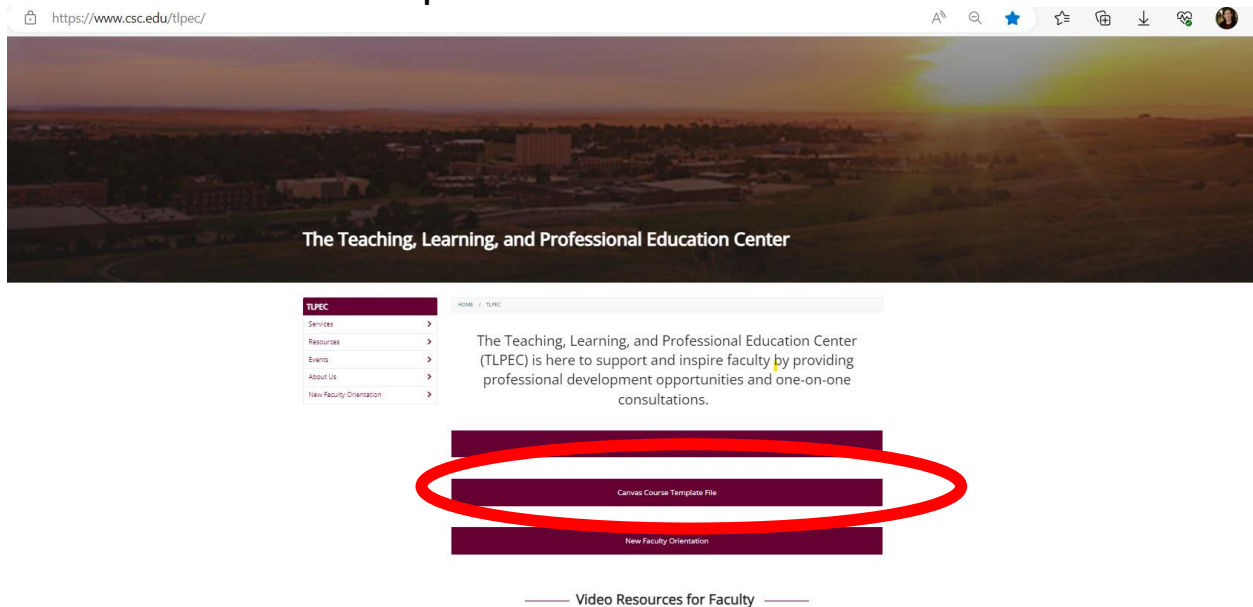
## Insert CSC Template into a Canvas Course Shell

If you have a CSC course in Canvas that is only a shell without a template, and you would like to walk through the process yourself, instead of having TLPEC do these steps for you, follow the steps below.

1. You will know your course has no Canvas Course Template File installed if it looks like this.

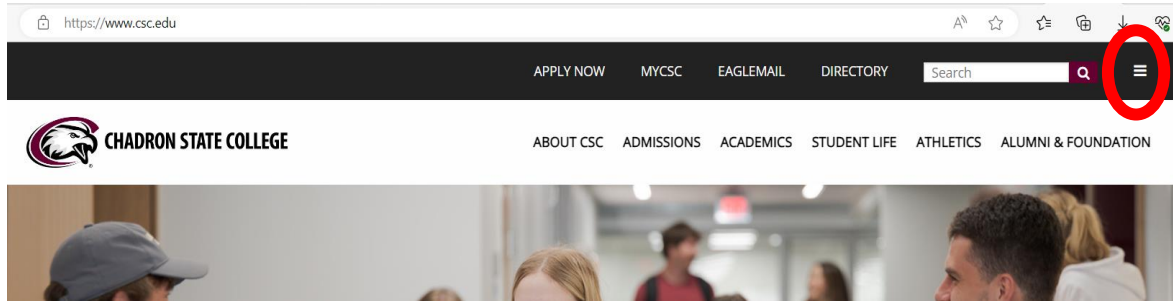


2. Go to [www.csc.edu/tlpec](https://www.csc.edu/tlpec)
3. Click on the **Canvas Course Template File** button.

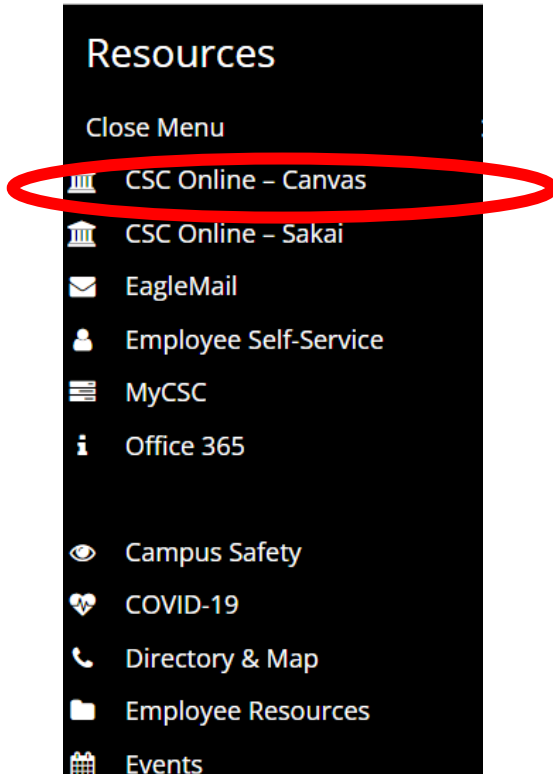


- a. Clicking on this button will download the file you need to apply in your Canvas course. Once downloaded, the file will be in your **Downloads** folder.
4. Next, log into your CSC Canvas account.
    - a. Start at [www.csc.edu](https://www.csc.edu)

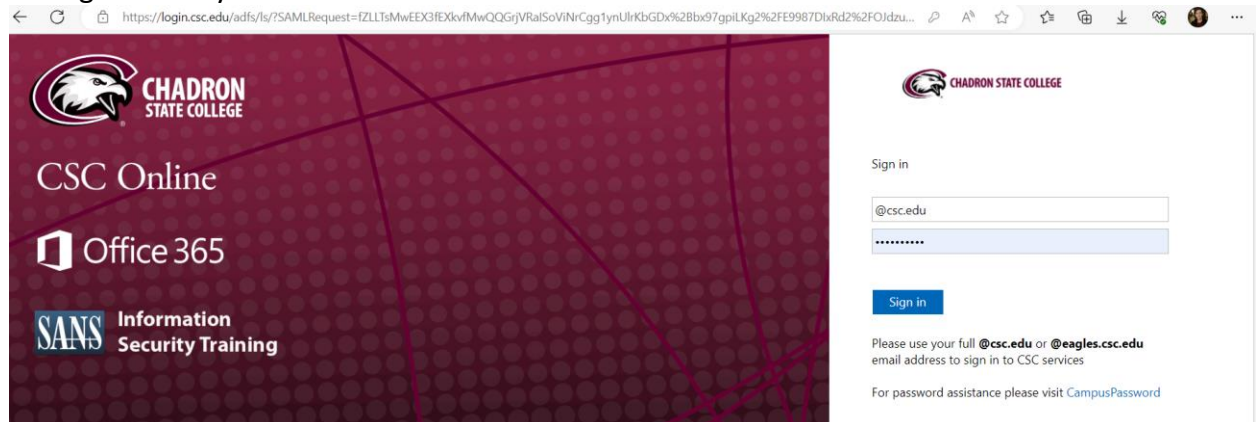
b. Click on the hamburger icon in the top-right-hand corner of the CSC homepage.



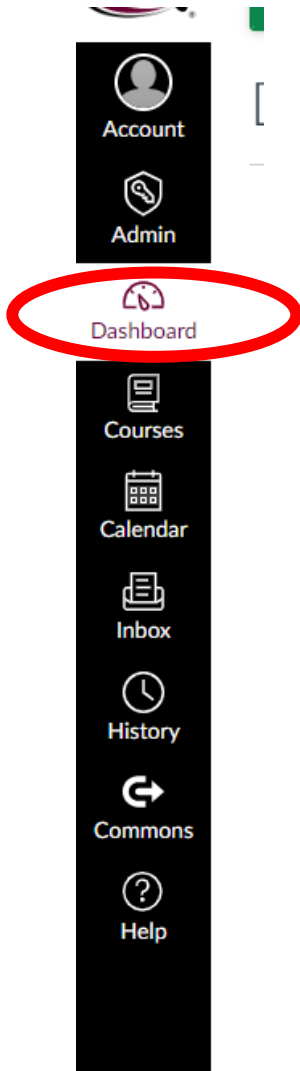
c. Click on "CSC Online-Canvas."



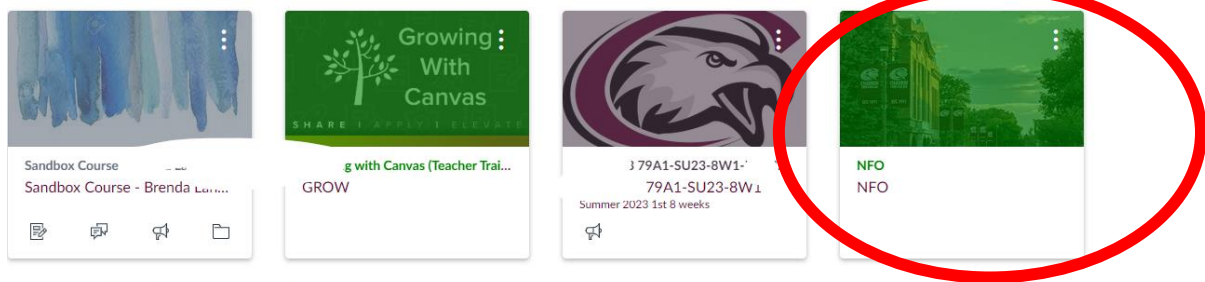
d. Sign in with your CSC credentials.



5. In Canvas click on your **Dashboard** icon to see the course shells assigned to you.



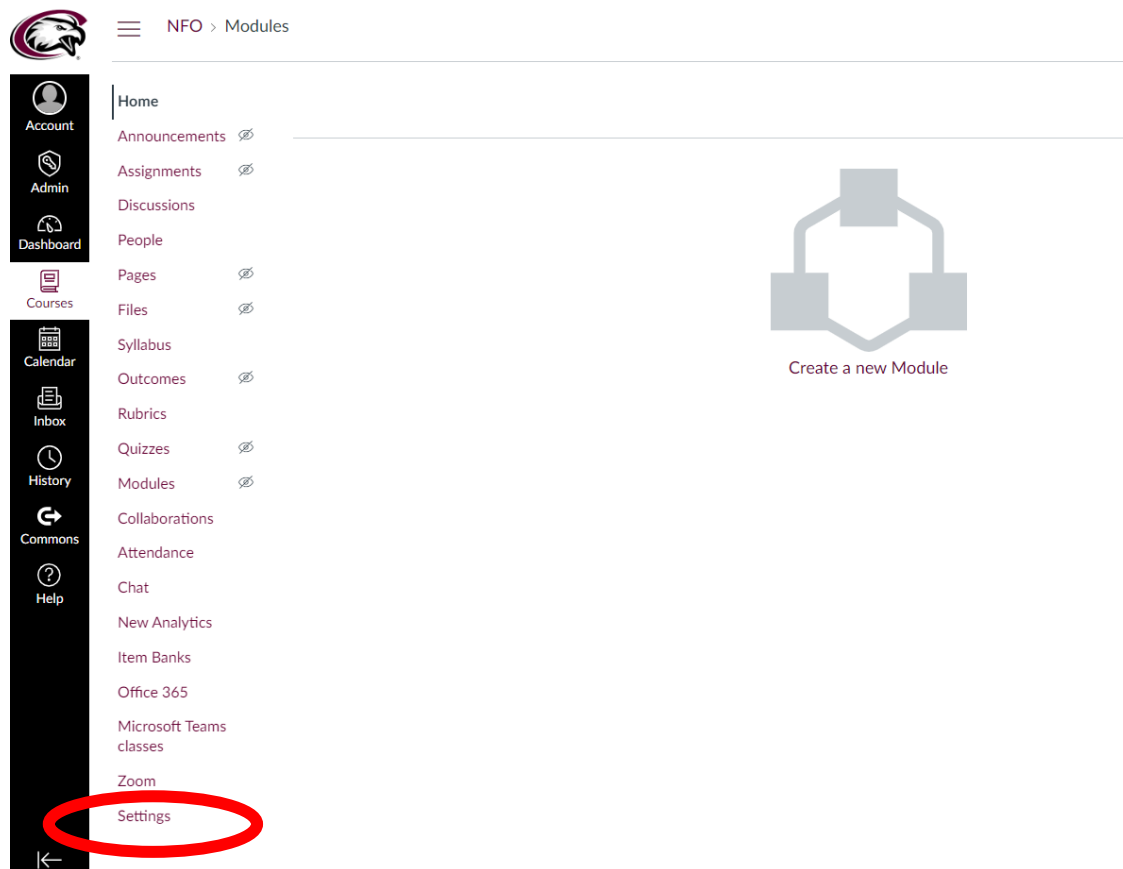
#### Published Courses (4)



#### Unpublished Courses (2)

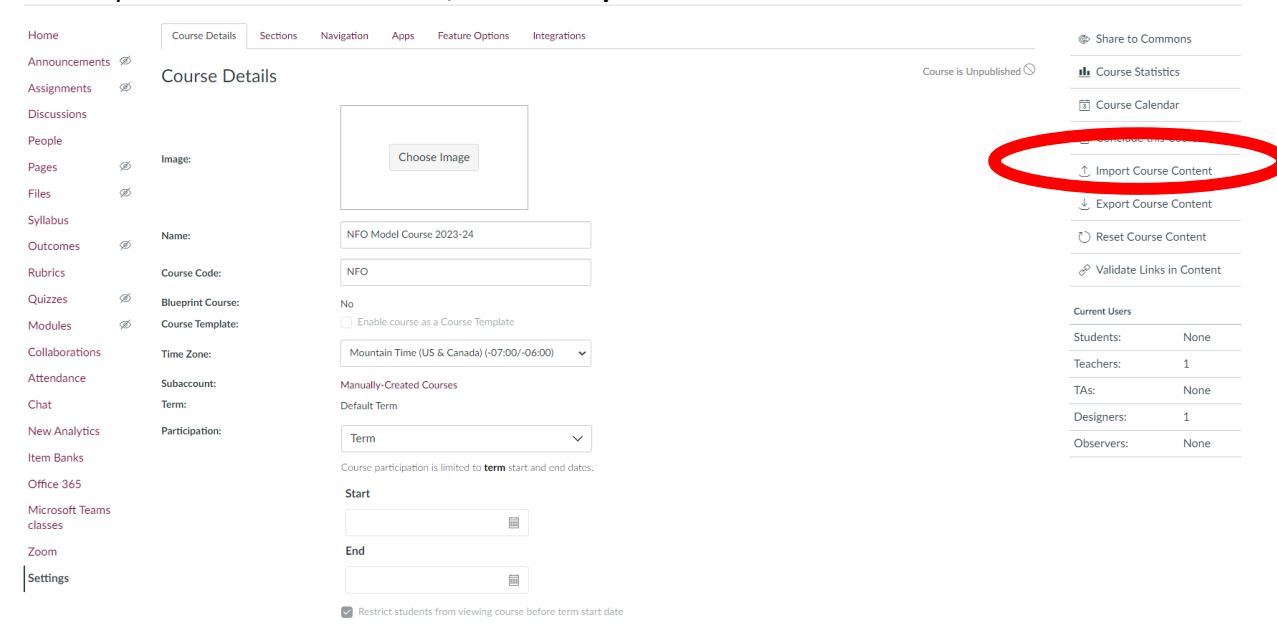


6. In Canvas, go to your course and click **Settings**.



The image shows the Canvas LMS Home page. On the left is a dark sidebar with icons and labels for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. To the right of the sidebar is a list of navigation links: Home, Announcements, Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Attendance, Chat, New Analytics, Item Banks, Office 365, Microsoft Teams classes, Zoom, and Settings. The 'Settings' link is circled in red. In the center of the page is a large graphic with three squares connected by lines, with the text 'Create a new Module' below it. At the top right, there is a breadcrumb trail: 'NFO > Modules'.

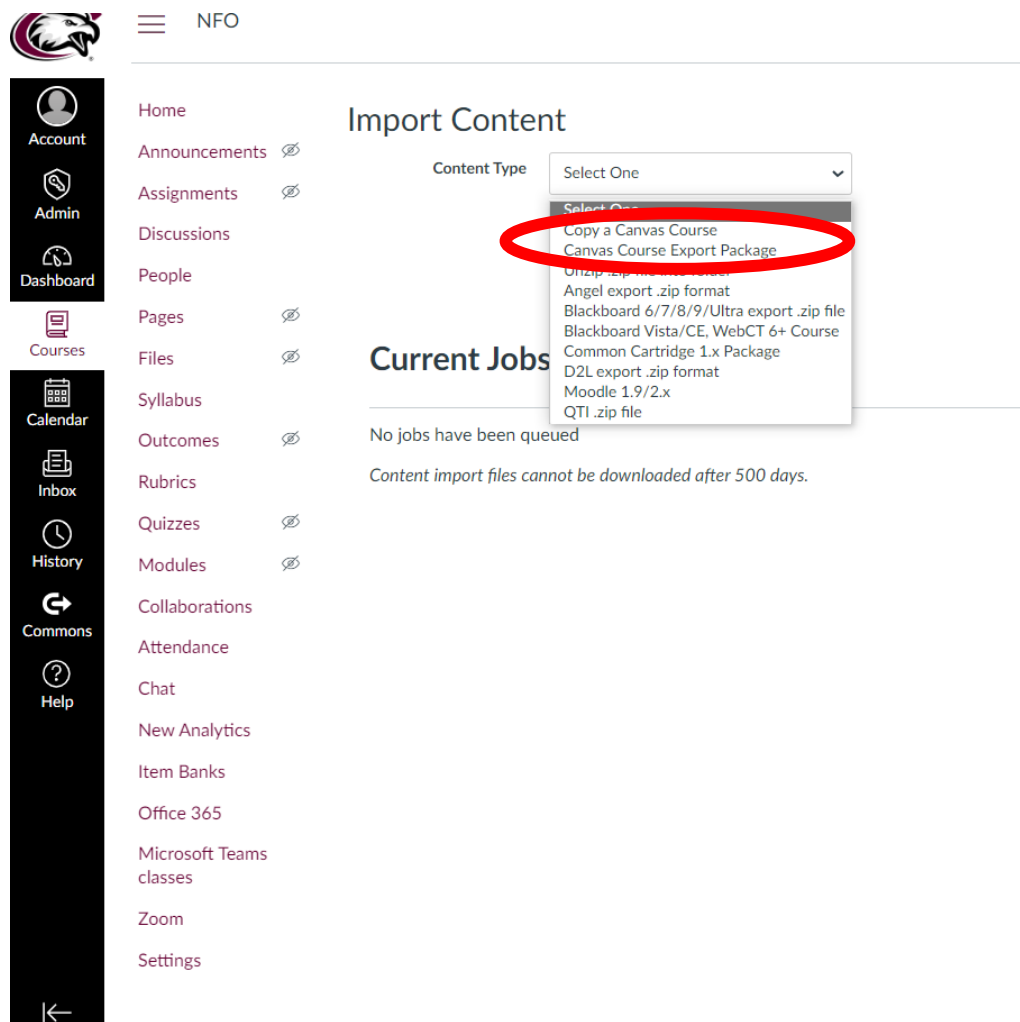
7. To upload this file into Canvas, click on **Import Course Content**.



The image shows the Canvas LMS Course Details page. The top navigation bar includes links for Home, Course Details (selected), Sections, Navigation, Apps, Feature Options, and Integrations. On the left is a sidebar with icons and labels for Home, Announcements, Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Attendance, Chat, New Analytics, Item Banks, Office 365, Microsoft Teams classes, Zoom, and Settings. The 'Settings' link is circled in red. The main content area is titled 'Course Details' and contains a form for course information. The form includes fields for Name, Course Code, Blueprint Course, Course Template, Time Zone, Subaccount, Term, and Participation. The 'Import Course Content' link is circled in red. On the right side of the page, there is a 'Share to Commons' button and a 'Course Statistics' table. The 'Course Statistics' table has the following data:

Current Users	
Students:	None
Teachers:	1
TAs:	None
Designers:	1
Observers:	None

8. In the drop-down box select **Canvas Course Export Package**.



9. Click **Choose File** and select the template named **Finals-CSC-Template.imsc**.

10. Click **Open** and then **Choose All Content**. Click **Import** and then you will need to wait until the blue loading bar changes to complete.

## Import Content

Content Type

Canvas Course Export Package

Source

Choose File

Finals-CSC-Template.imsc

Content

☒ All content

☐ Select specific content

Options

☐ Adjust events and due dates



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

Cancel

Import

## Current Jobs

No jobs have been queued

*Content import files cannot be downloaded after 500 days.*