

# GUIDE

## IMPLEMENTING COURSE SHELL TEMPLATE INTO AN EXISTING COURSE

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**FEATURED**

COURSE  
CCST - Course Shell Template  
- Wine-Black

Undergraduate - Graduate

Christopher Francique

102 ☆ 0

**FEATURED**

COURSE  
CCST - Course Shell Template  
- Wine-Red

Undergraduate - Graduate

Christopher Francique

102 ☆ 0

**FEATURED**

COURSE  
Tier 1 - CCST - Canvas Course  
Shell Template - Wine-Red

Undergraduate - Graduate

Christopher Francique

58 ☆ 0

**FEATURED**

COURSE  
Tier 1 - CCST - Canvas Course  
Shell Template - Grey-Wine

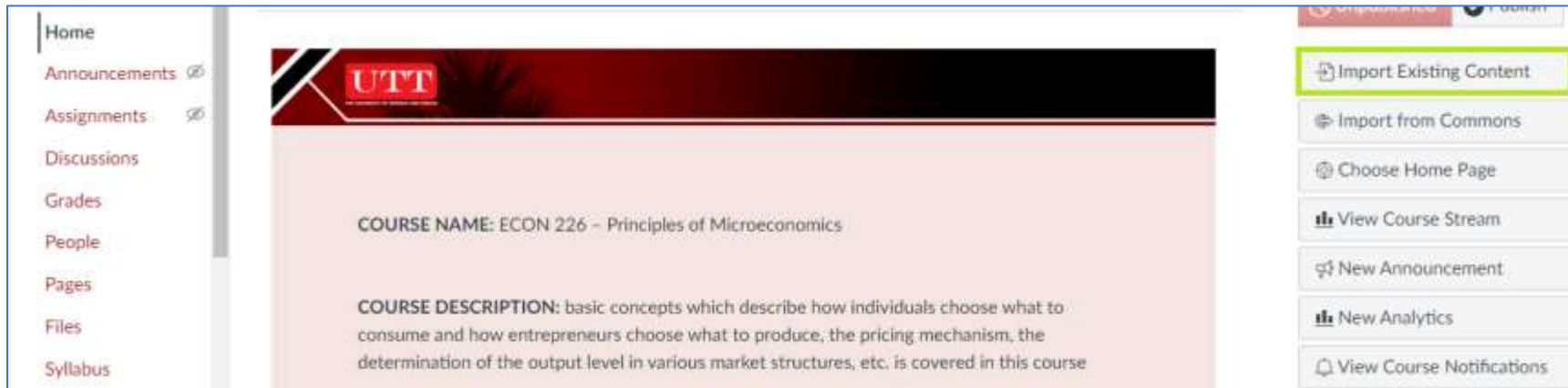
Undergraduate - Graduate

Christopher Francique

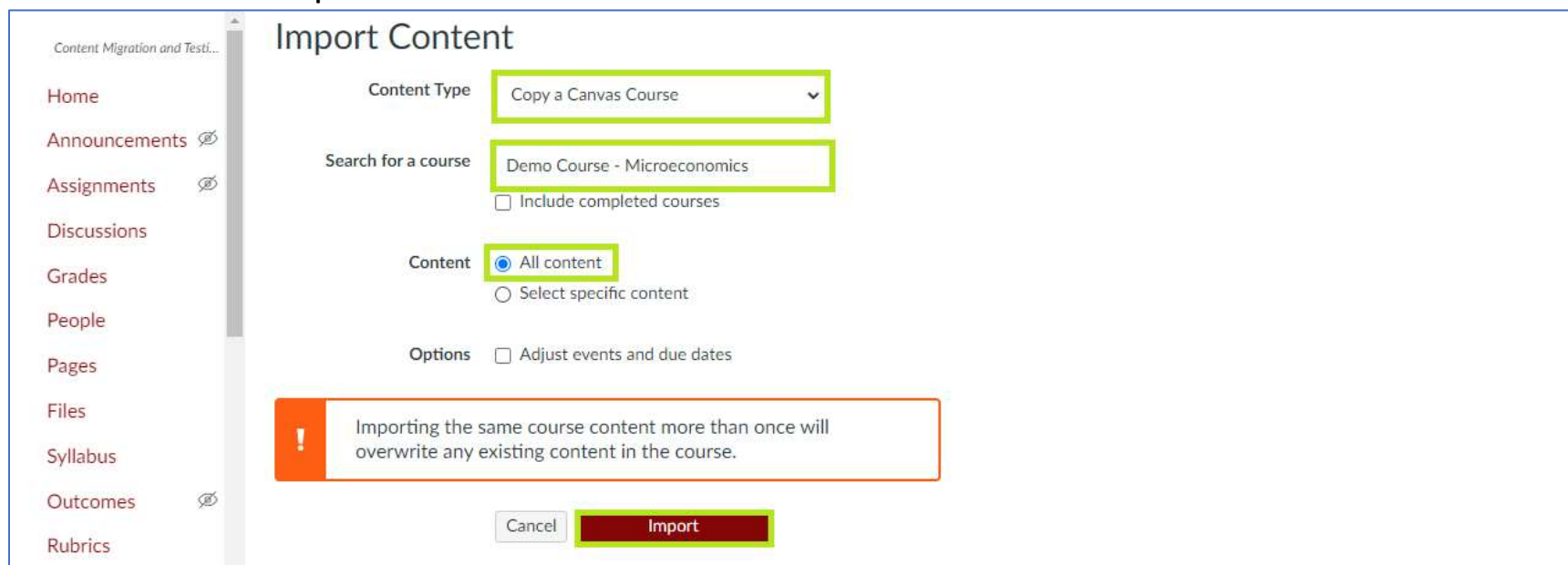
27 ☆ 0

## Importing Content from and Existing Course

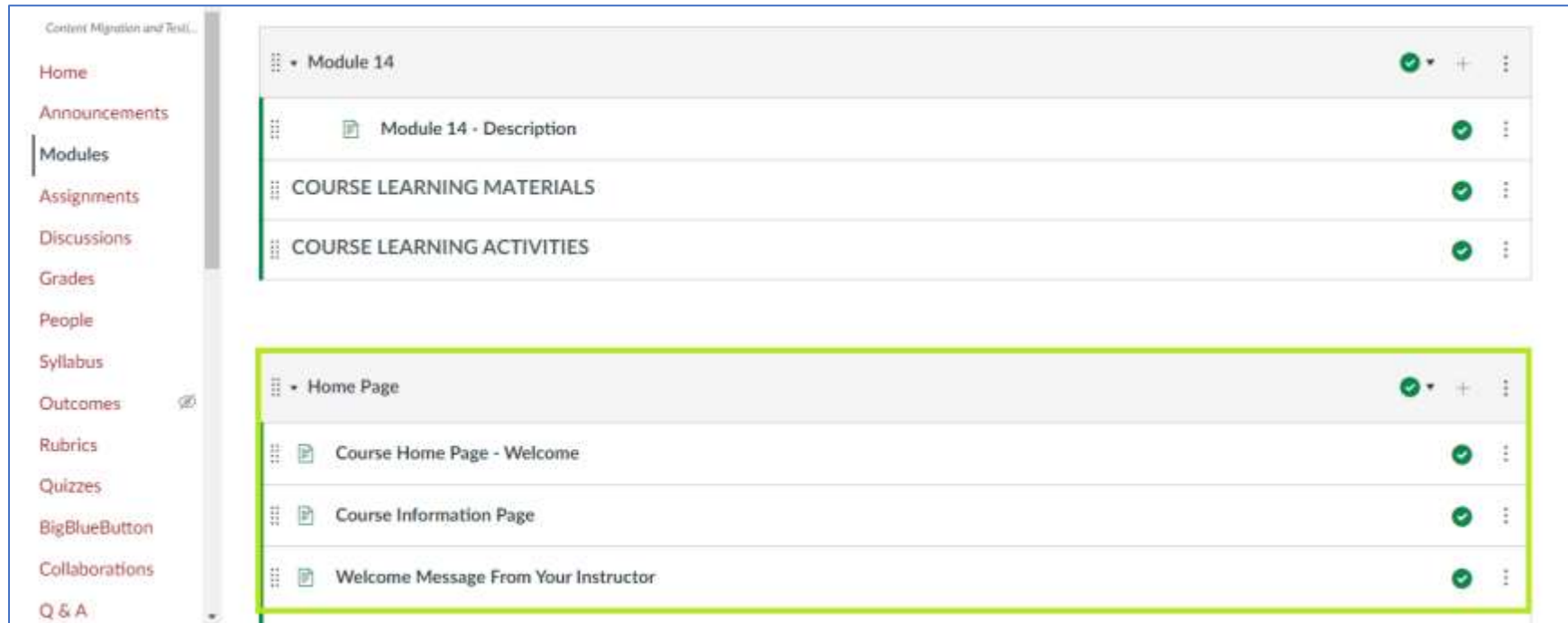
In a new Canvas course shell, import your preferred template using the steps outlined in the previous guides. Once you have added the template you can now import content from an old Canvas Course. Click on the **Import from Commons** button.



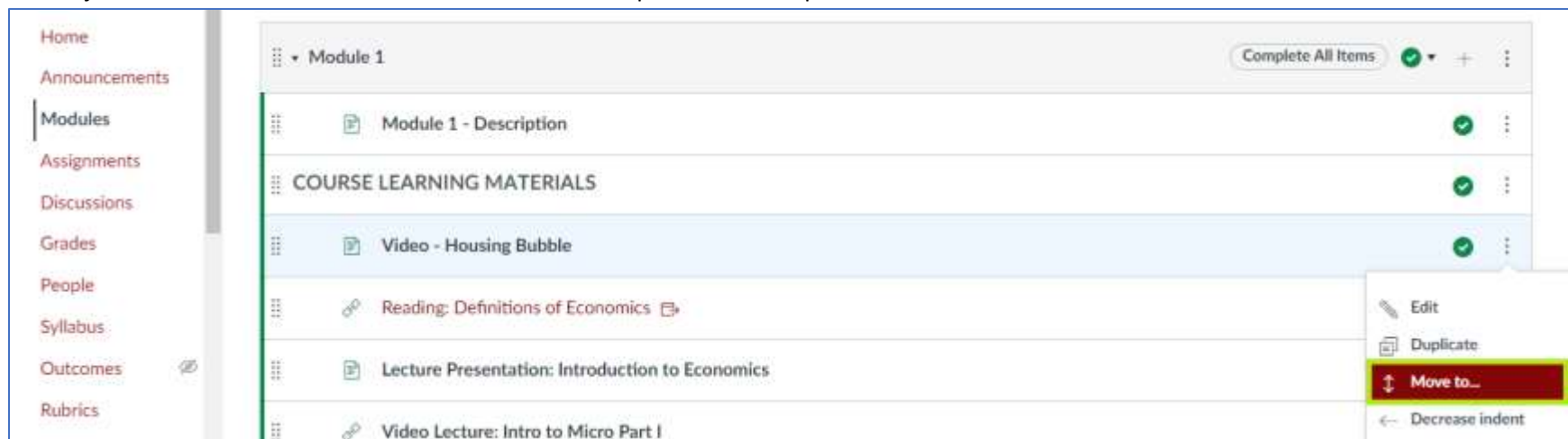
For Content Type select the **Copy a Canvas Course** option in the drop-down menu. Then search for the course. In the Content section select **All content** then click on the **Import** button.



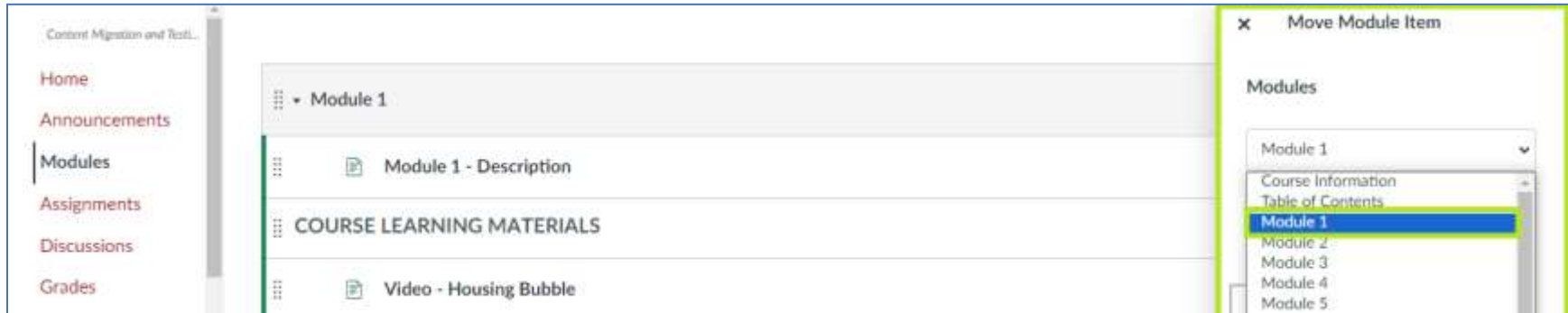
The Course Shell Template has 14 default modules, therefore any information after these modules will be the imported content from the old course.



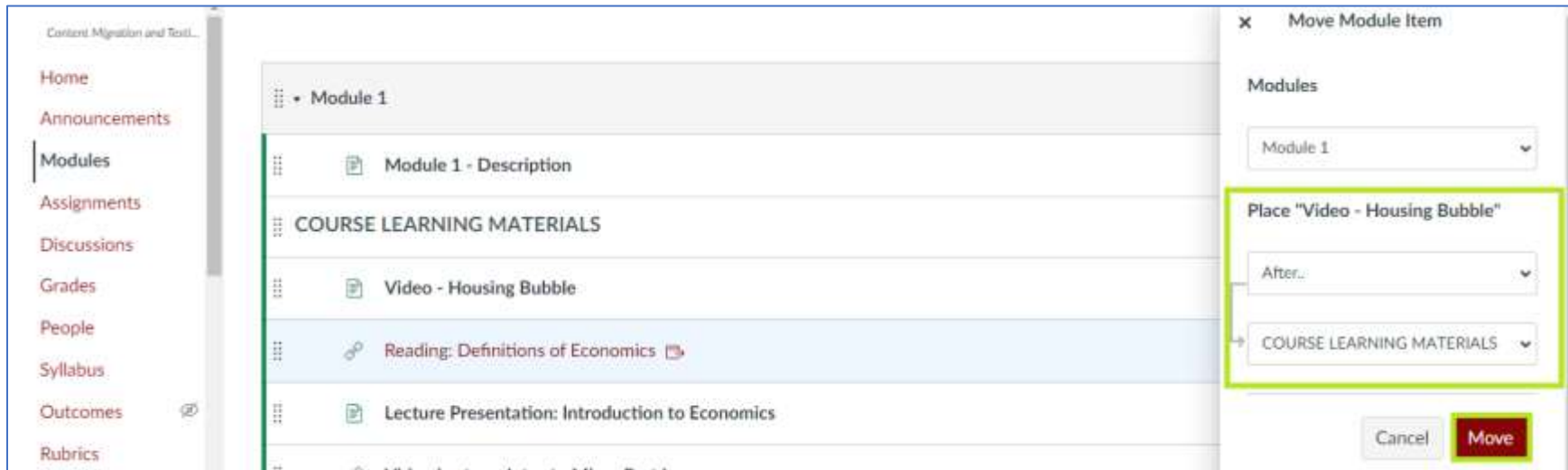
The next step is to move Course Learning Materials and Activities resources from the old Modules into the new Modules. Click on the **Options** icon adjacent to the resource. Then select the **Move to...** option in the drop-down menu.



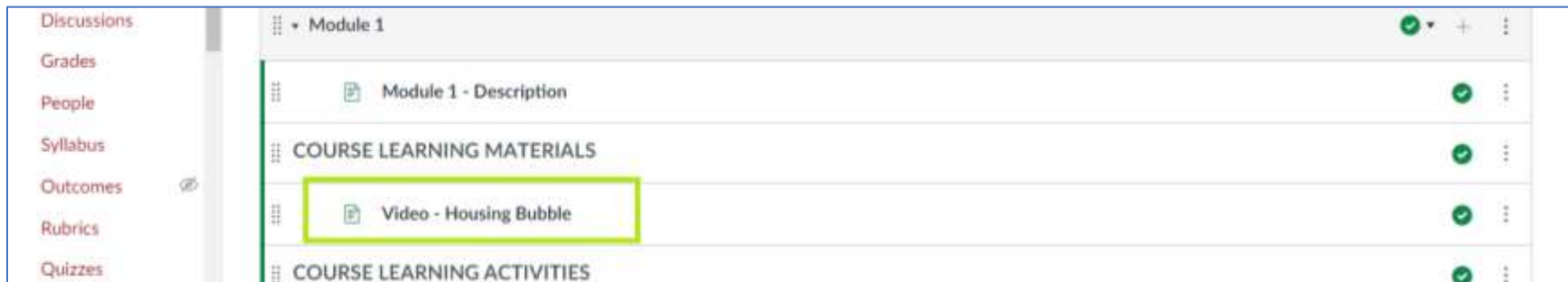
The **Move Module Item** window will appear. Click on the first drop-down arrow and ensure that you select the first version of **Module 1**, since this is the version in the new Course Shell Template. This is the module you will be transferring the resources to.



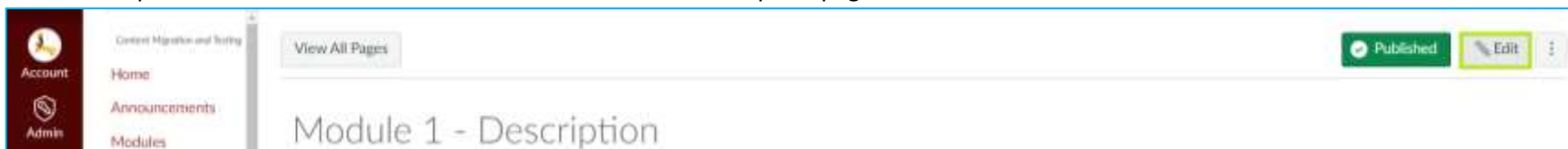
In the second drop-drop menu, select **After**, and in the third drop-down menu select **Course Learning Materials**. By selecting these options, the resources will be placed under the **Course Learning Materials** header in the Module. To complete the transfer, click on the **Move** button.



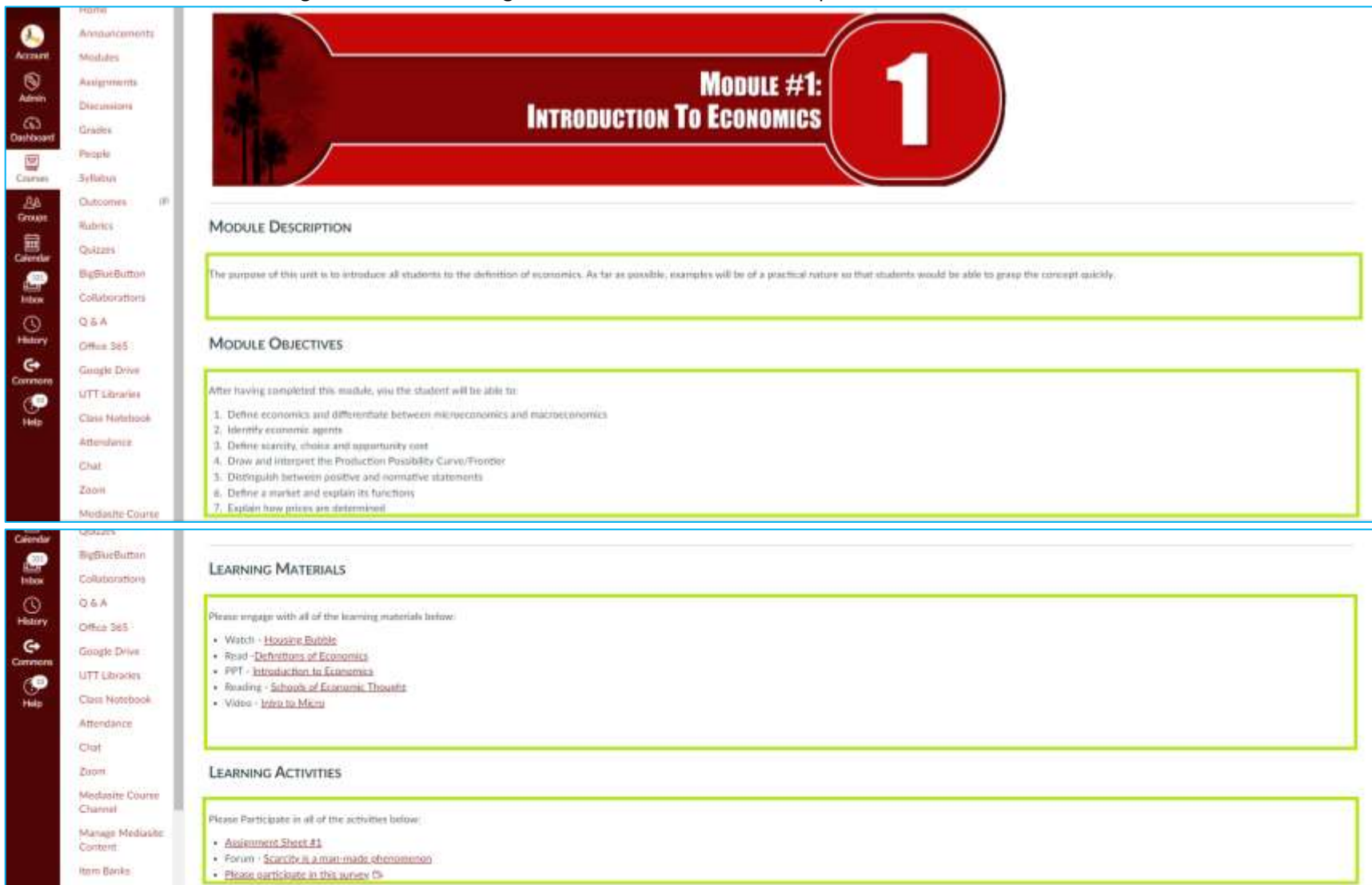
You will notice that the video was transferred to the required location. Use these steps to transfer the other resources to the new Modules.



The next step is to add the relevant information to the Module description pages. Click on the **Edit** button.



Copy and paste the **Module Description, Module Objectives** and hyperlinks for the **Learning Materials** and **Learning Activities** from the old Module Description page into the new Module Description page. Note that the page structure in the new template has changed so we will be copying small sections to avoid including the old module image and headers into the new template.



After moving the content into the new template, you should delete the remaining pages from the old template. To remove the old sections, click on the **Options** icon, then click on the **Delete** option in the drop-down menu. This should be done for the sections with the Home Page, Table of Contents and Modules.

