

GUIDE

UPDATING CANVAS COURSE SHELLS WITH THE TIER 1 TEMPLATE

Documented by: TLIS
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COURSE
CCST - Course Shell Template
- Wine-Black

Undergraduate - Graduate

Christopher Francique

1

COURSE
CCST - Course Shell Template
- Wine-Red

Undergraduate - Graduate

Christopher Francique

102 0

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

Undergraduate - Graduate

Christopher Francique

58 0

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

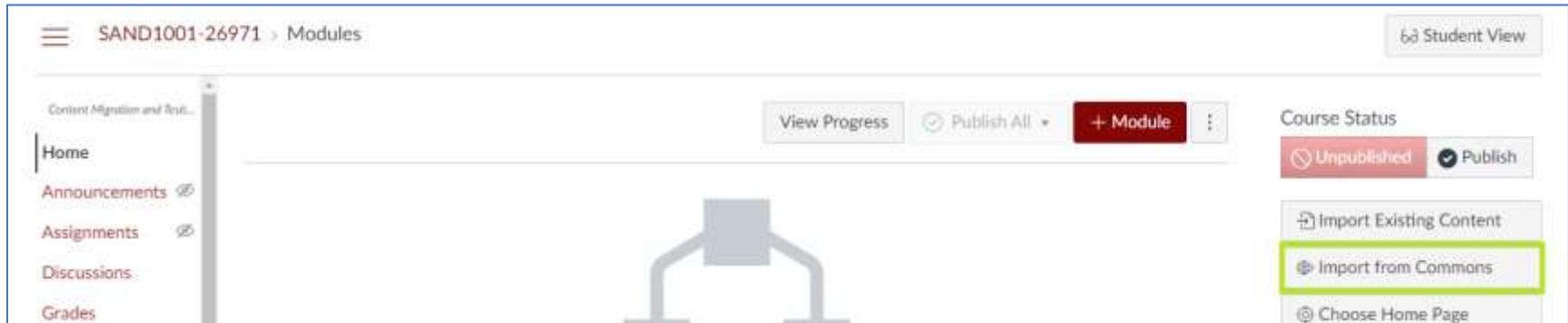
Undergraduate - Graduate

Christopher Francique

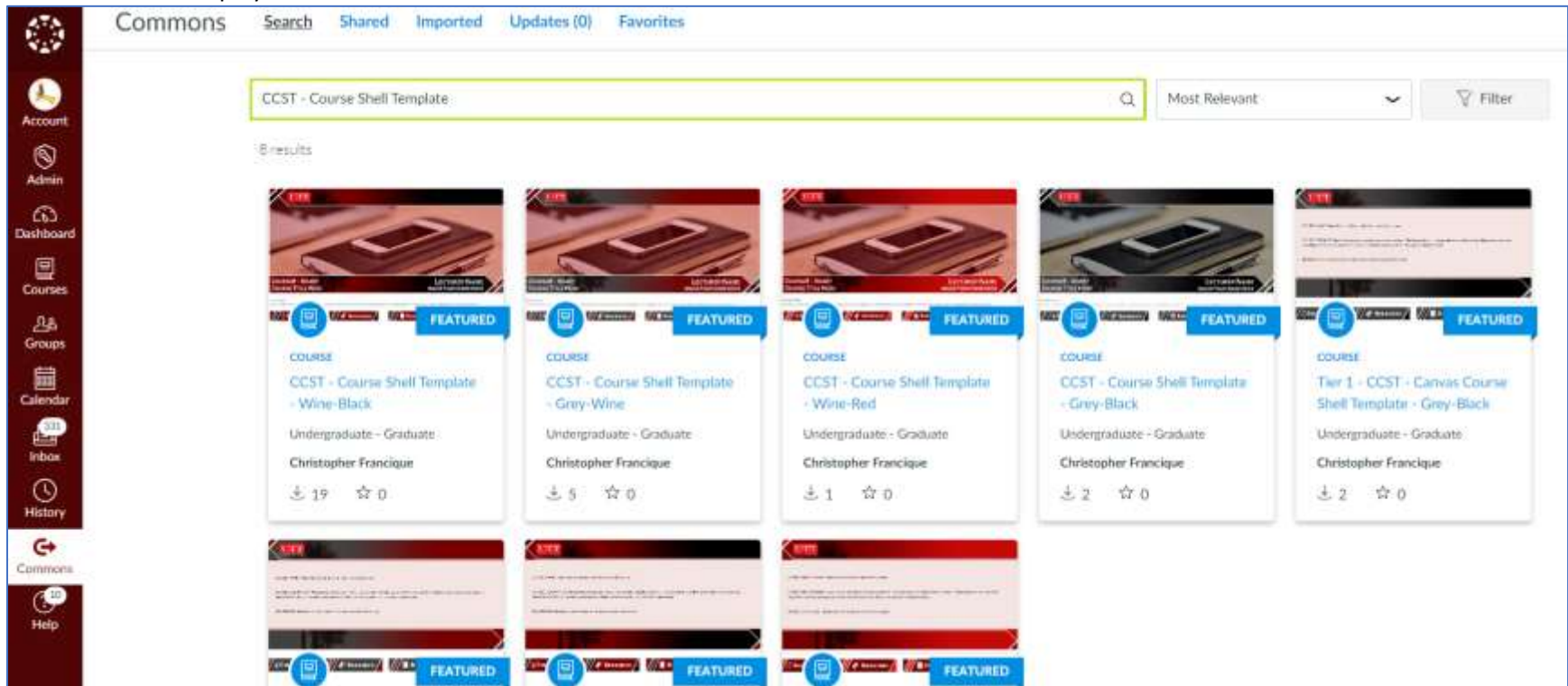
27 0

Accessing the PPT Image Generation Template

Your Canvas Sandbox courses will not be pre-populated with the Course Shell Templates; therefore, you are required to import them from Canvas Commons where they are housed. Once you have signed into the Canvas LMS, in the right-hand section of the course, click on **the Import from Commons** link.



By selecting this link, you will be directed to the Commons section within the Canvas LMS. In the search bar type “CCST – Course Templates” and the shells will be displayed in the search results.



You will have access to eight templates in Canvas Commons. Note that there are two types of templates. One that requires users to edit the text only within the Canvas space and this is labelled as **Tier 1** and the other template design requires the editing of both graphics and texts using the PowerPoint Templates. Also, there are four colour schemes: Wine-Black, Wine-Red, Grey-Wine, and Grey-Black. To select a template, click on the relevant link.

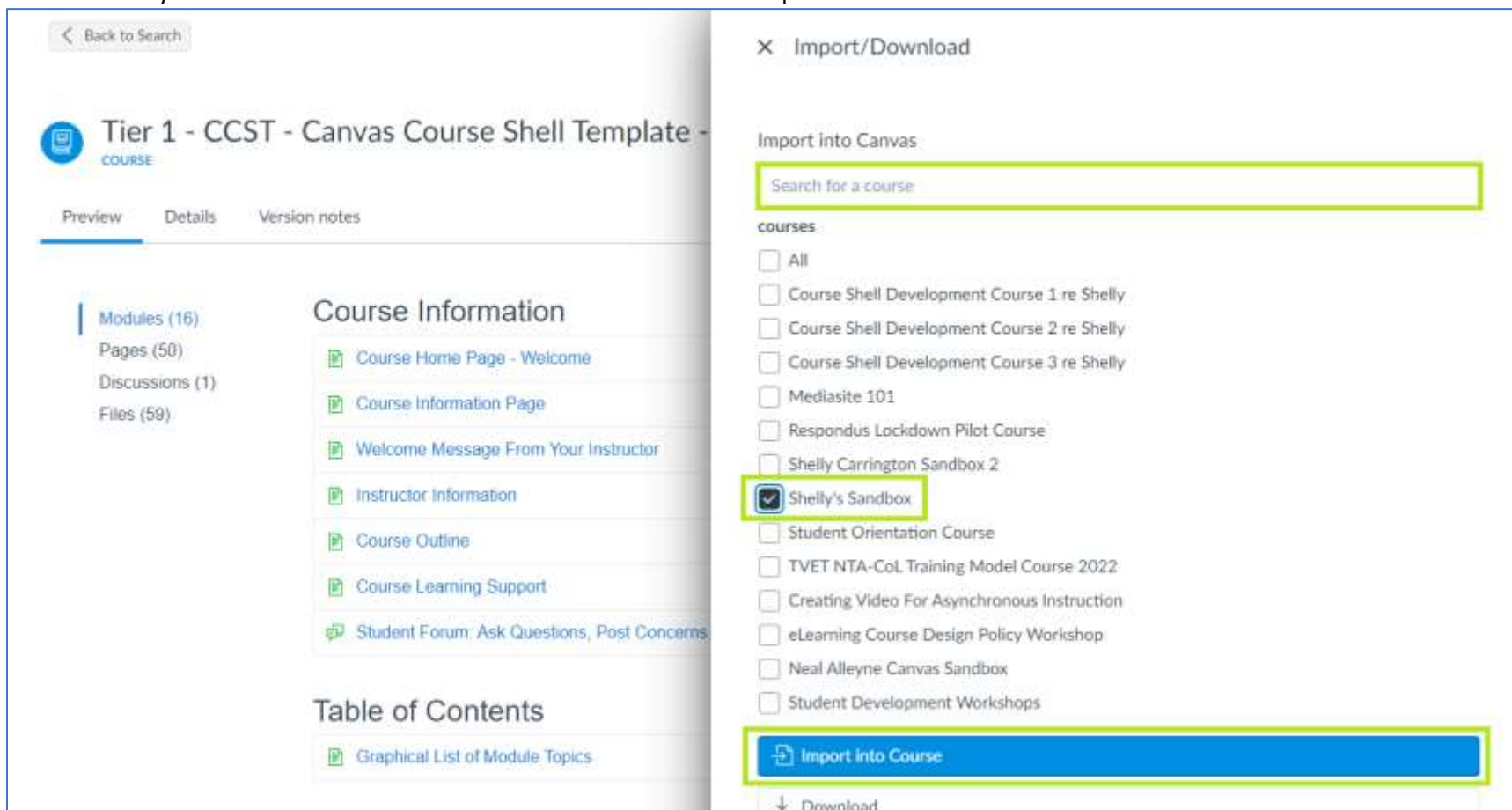
8 results

Template Name	Color Scheme	Level	Lecturer	Downloads	Stars
CCST - Course Shell Template	Wine-Black	Undergraduate - Graduate	Christopher Francique	88	1
CCST - Course Shell Template	Grey-Black	Undergraduate - Graduate	Christopher Francique	98	2
CCST - Course Shell Template	Grey-Wine	Undergraduate - Graduate	Christopher Francique	93	1
CCST - Course Shell Template	Wine-Red	Undergraduate - Graduate	Christopher Francique	175	0
Tier 1 - CCST - Canvas Course Shell Template	Grey-Black	Undergraduate - Graduate	Christopher Francique	15	0
Tier 1 - CCST - Canvas Course Shell Template	Grey-Wine	Undergraduate - Graduate	Christopher Francique	59	0
Tier 1 - CCST - Canvas Course Shell Template	Wine-Black	Undergraduate - Graduate	Christopher Francique	25	1
Tier 1 - CCST - Canvas Course Shell Template	Wine-Red	Undergraduate - Graduate	Christopher Francique	90	0

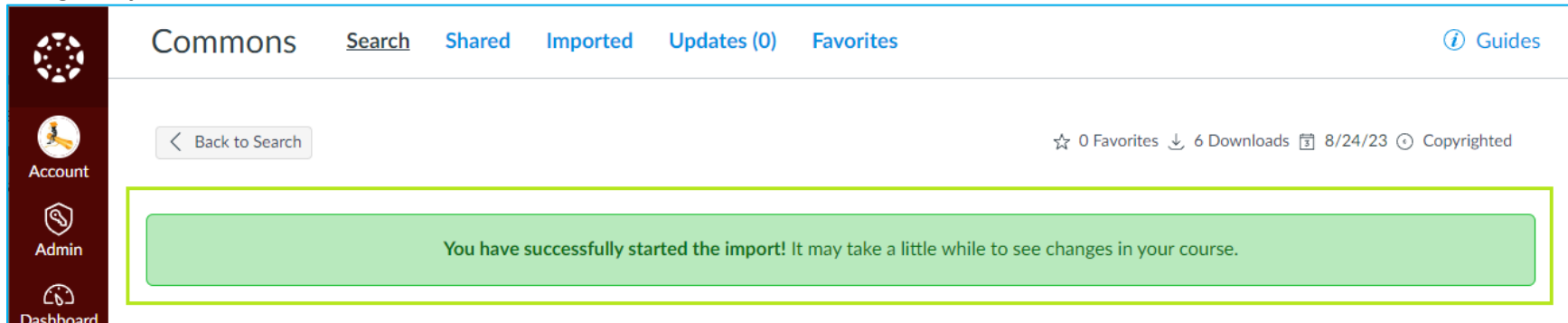
To import the selected template into your sandbox course, simply click on the **Import/Download** button located in the right-hand section.



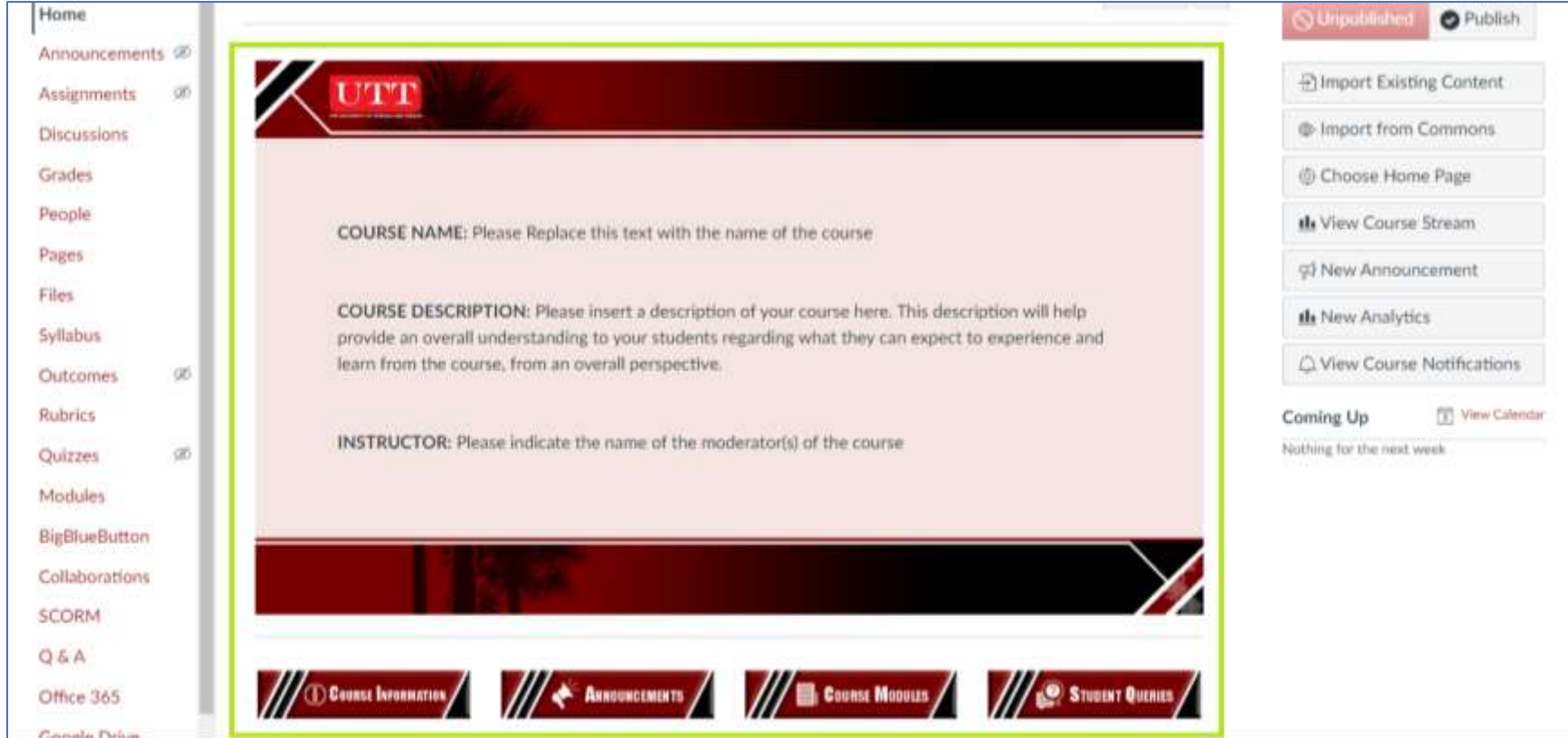
Select the course or courses you will be importing the template into, by **checking** the box or boxes. Then click on the **Import into Course** button. Also note that you can **Search** for the course if it is not available in the list provided.



A notification will appear to the top and it will state that “**You have successfully started the import**” ...and... “**It may take a little while to see changes in your course**”.

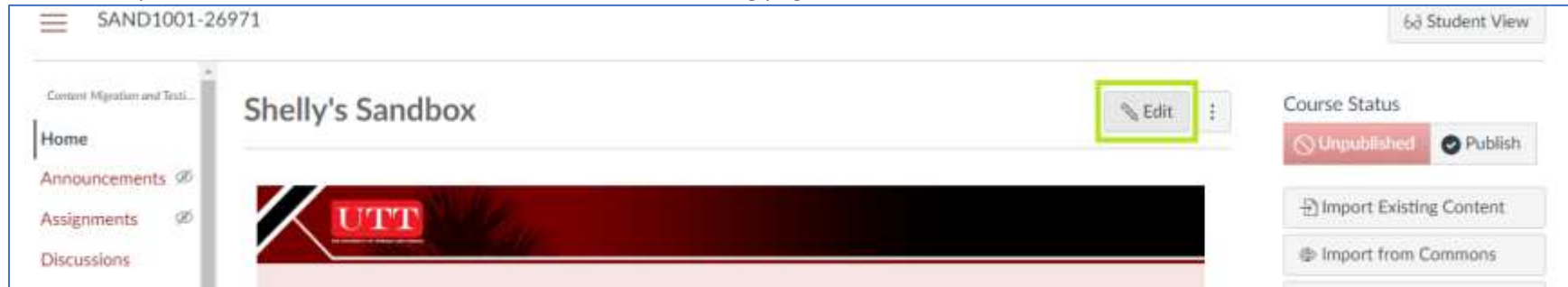


To confirm if the changes were made, go the respective course or courses. The **Home** or **Landing Page** should display the frontpage template graphic, course description section and navigational buttons.

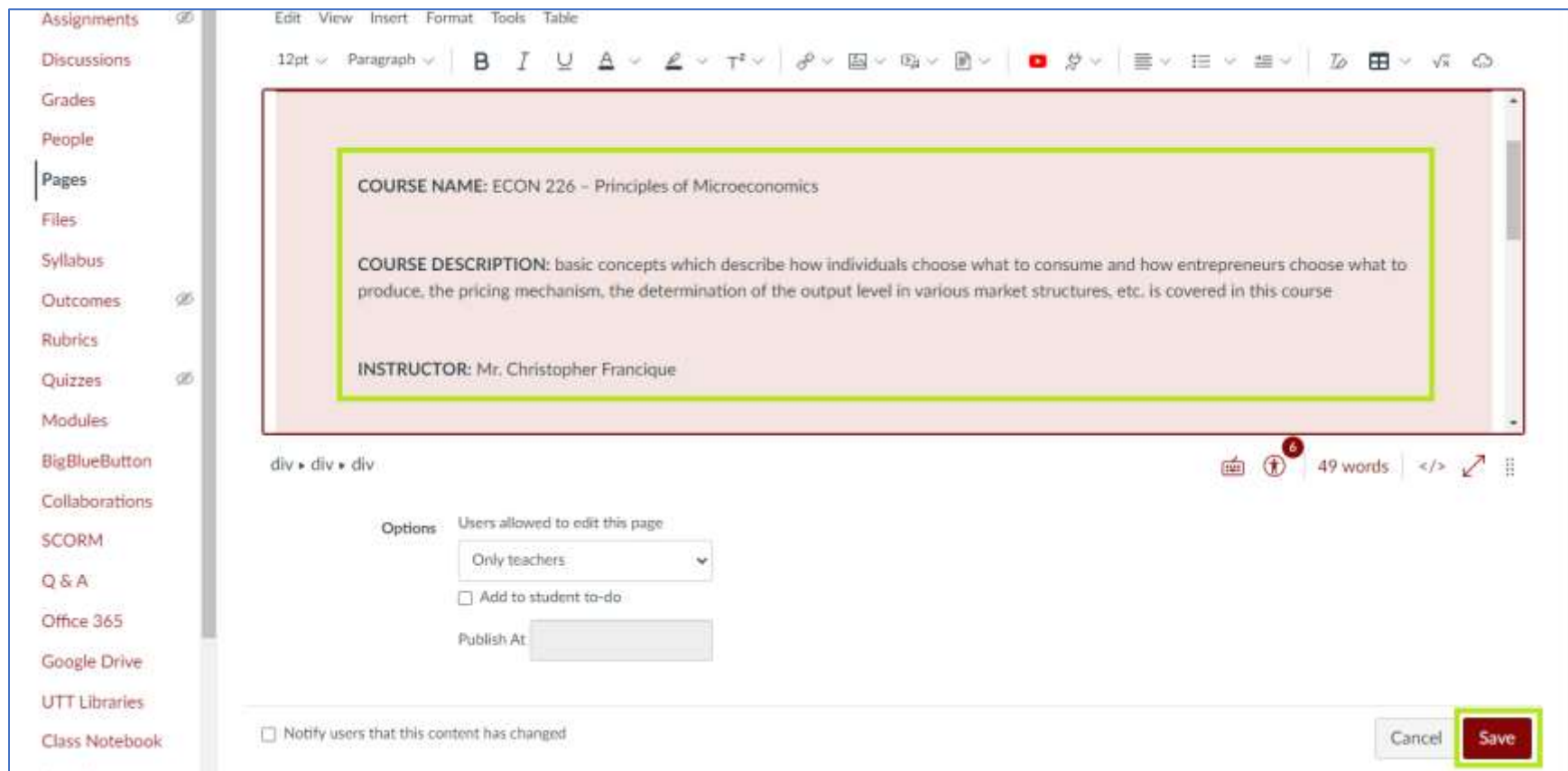


Editing Landing Page Graphic

The next step in this workflow is to edit the information in the landing page. To do so click on the **Edit** button.

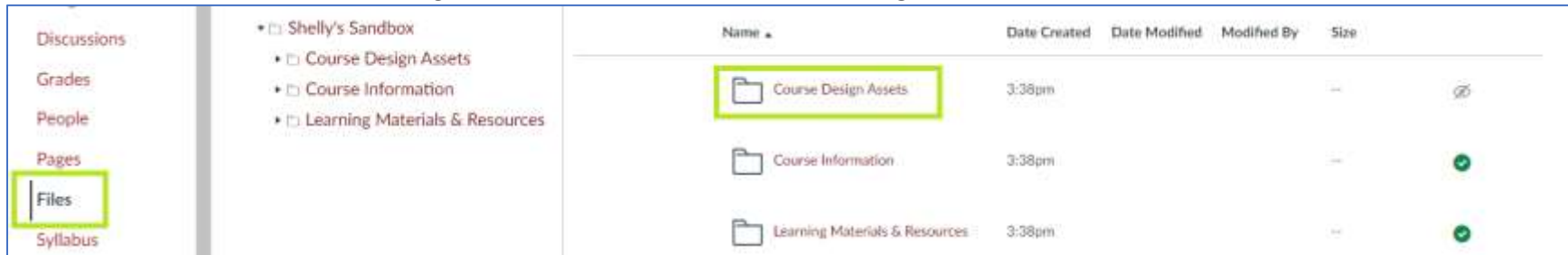


In the **Text Editor** replace the placeholder text. Enter the relevant information by typing or copying and pasting the information from your Course Outline. Then click the **Save** button.

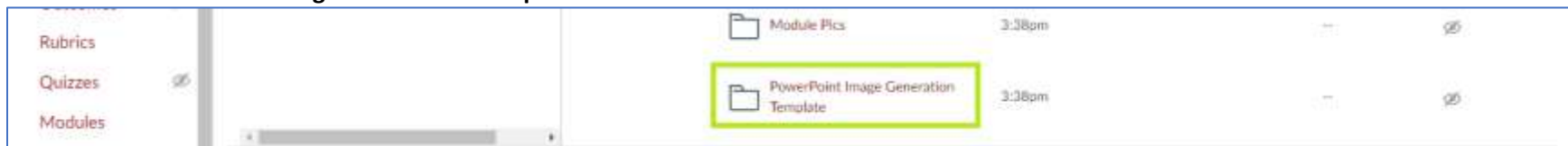


Editing the Module Images

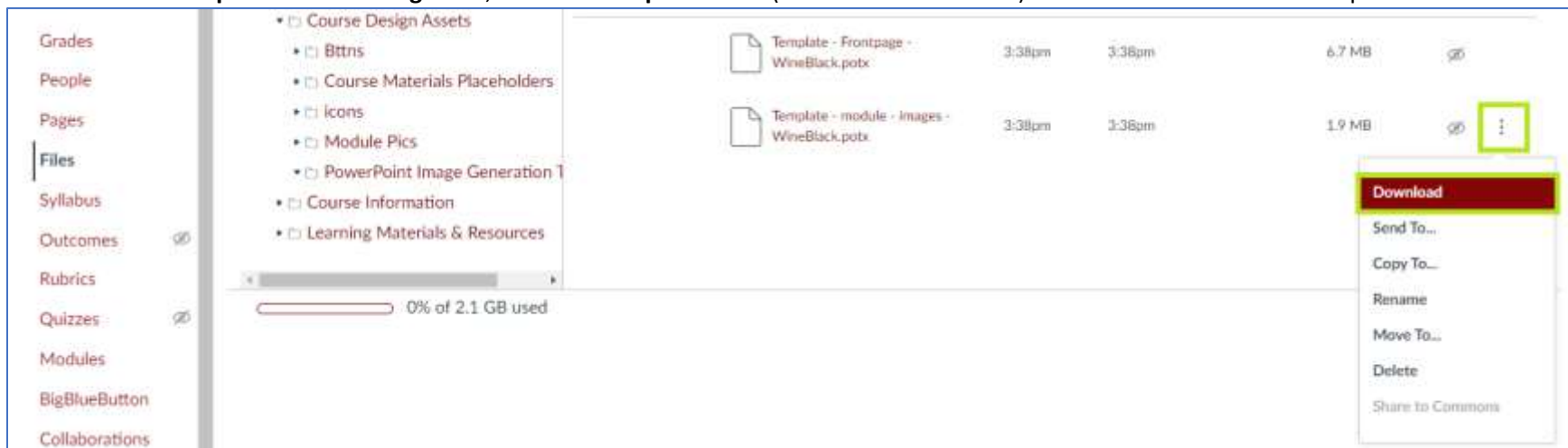
Click on the **Files** link in the Course Navigation Menu, then click on the **Course Design Assets** folder.



Click on the **PowerPoint Image Generation Template** folder.



Hover over the **template module images** file, click on the **Options** icon (the three vertical dots) then click on the **Download** option.

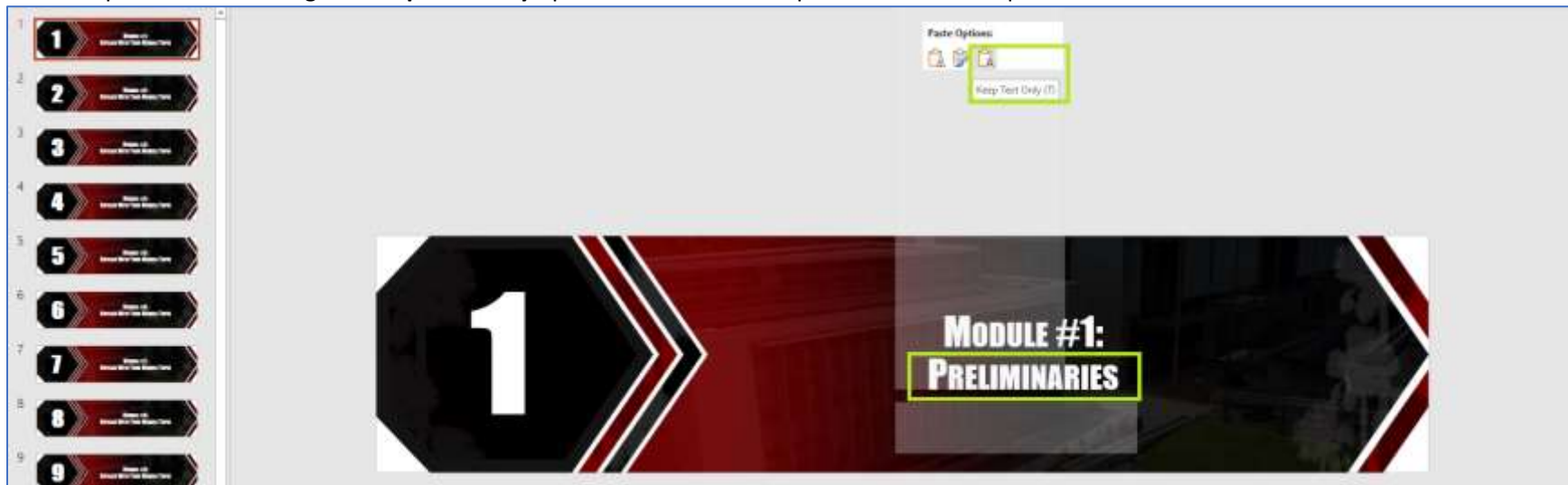


The file can be accessed in the **Downloads** folder on your device.

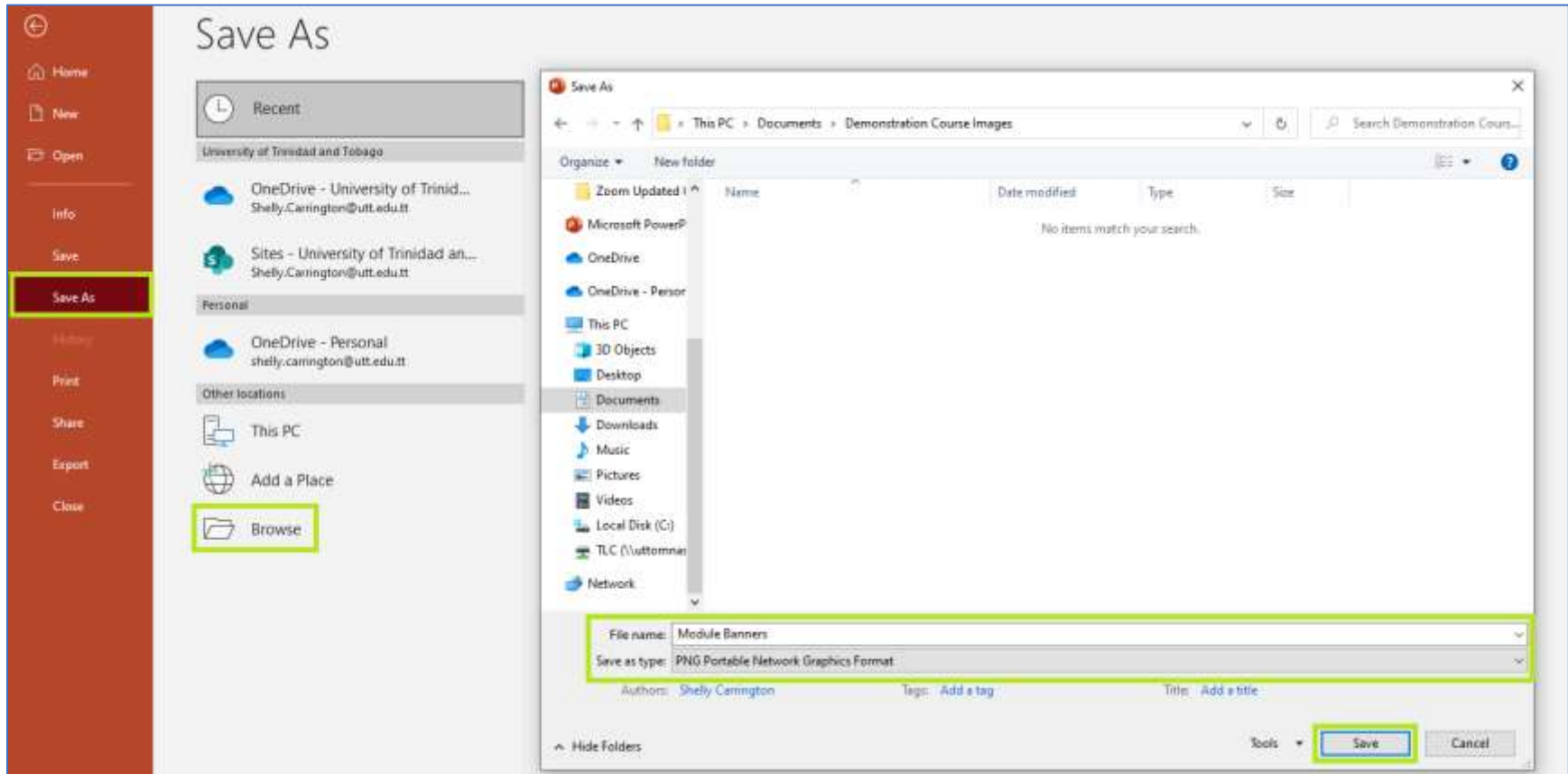
Open the file and select the **Enable Editing** option.



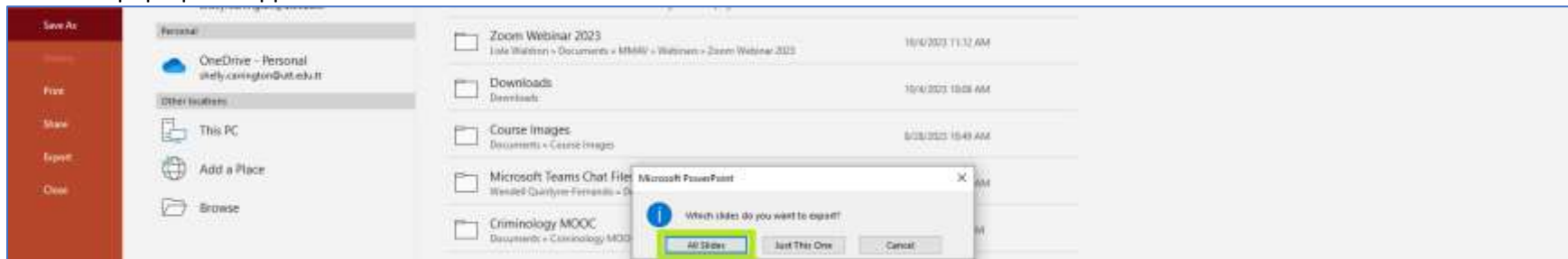
Add the module titles by **copying** the information from the course outline and **pasting** over the placeholder text. **Highlight** the existing text, **right click** and paste the text using the **Keep Text Only** option. Follow these steps to edit all the required module banners.



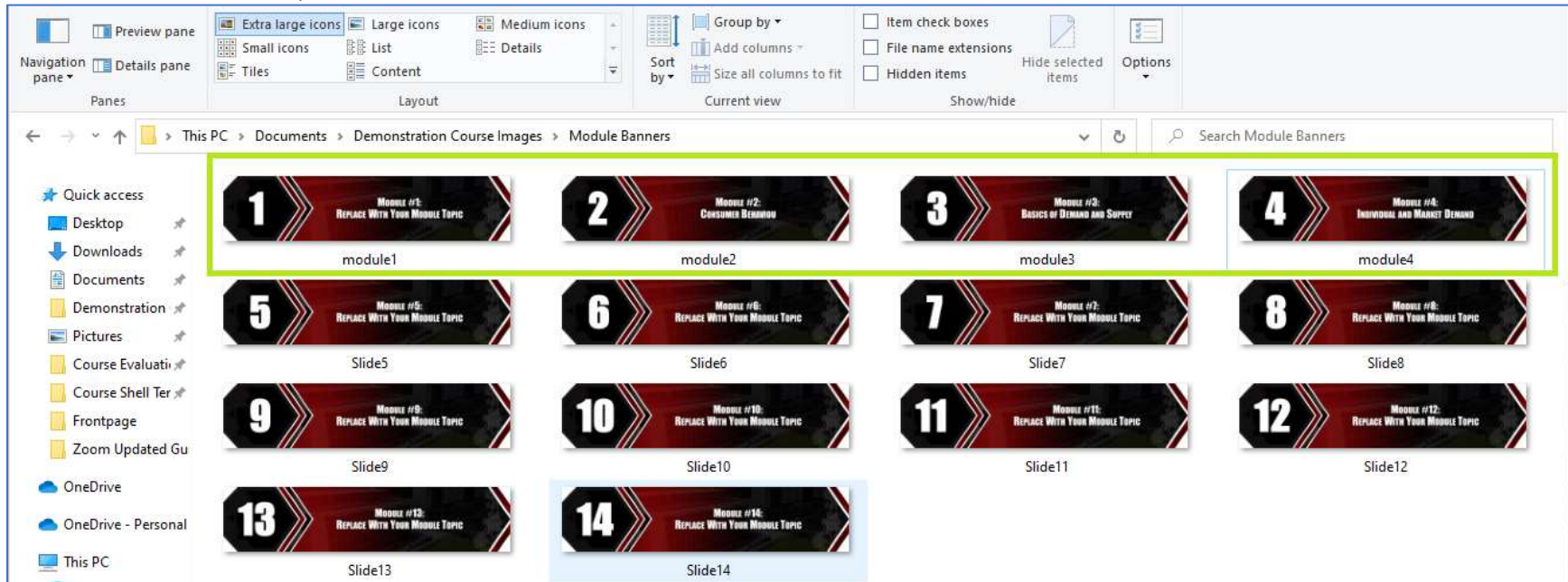
To save the image files click on **File** in the top-left corner, then **Save-As** and **Browse** for a suitable folder to save the images. Name your file folder **'Module Banners'** and ensure that it is saved in the **PNG** format. Then click on the **Save** button.



When the pop-up box appears select **All Files**.

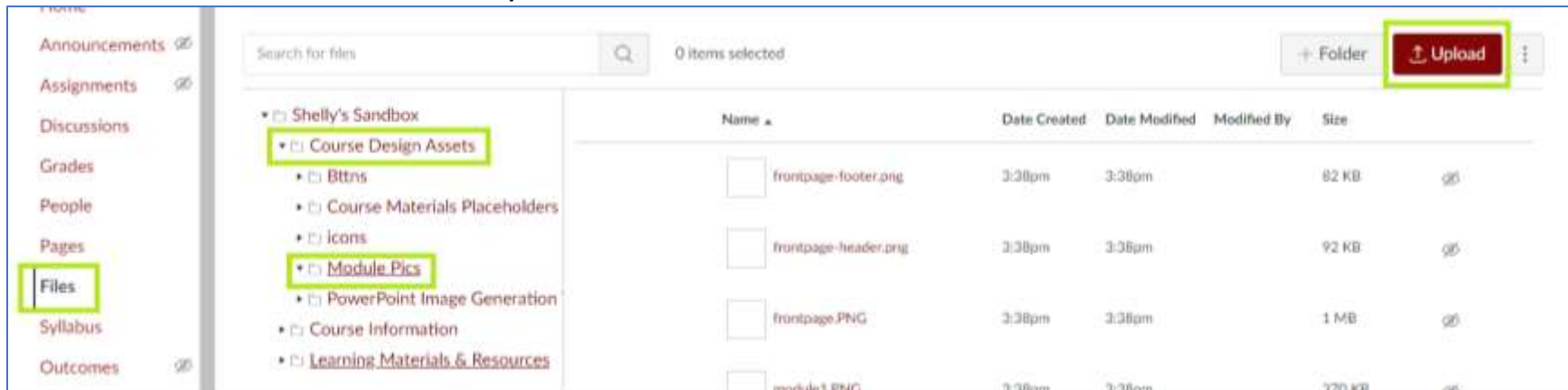


Right-click on the images to rename them. You will rename them as **module1**, **module2**, **module3**, **module4**. Note that the names are in the lowercase format with no spaces.

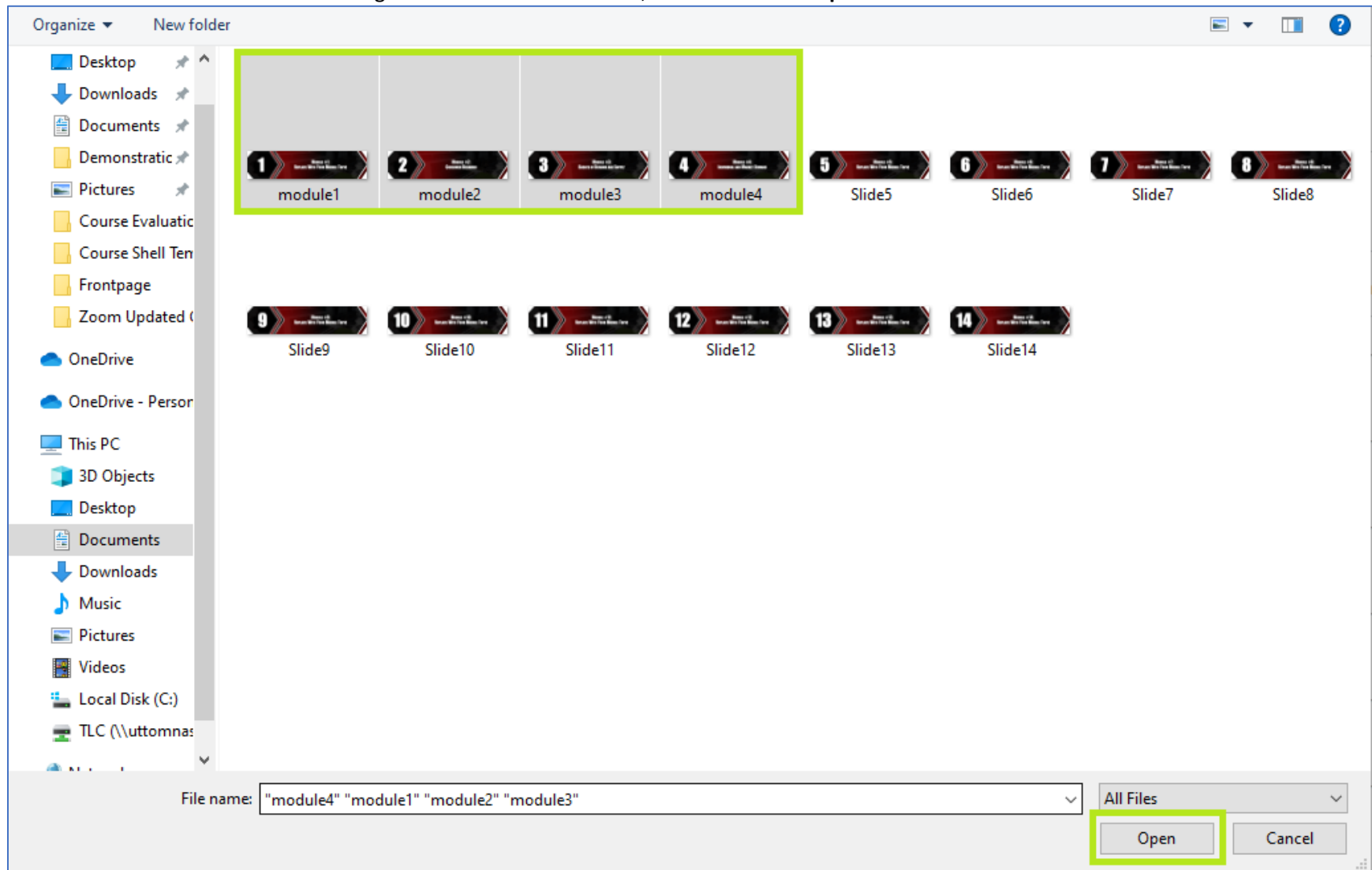


Uploading the Module Images

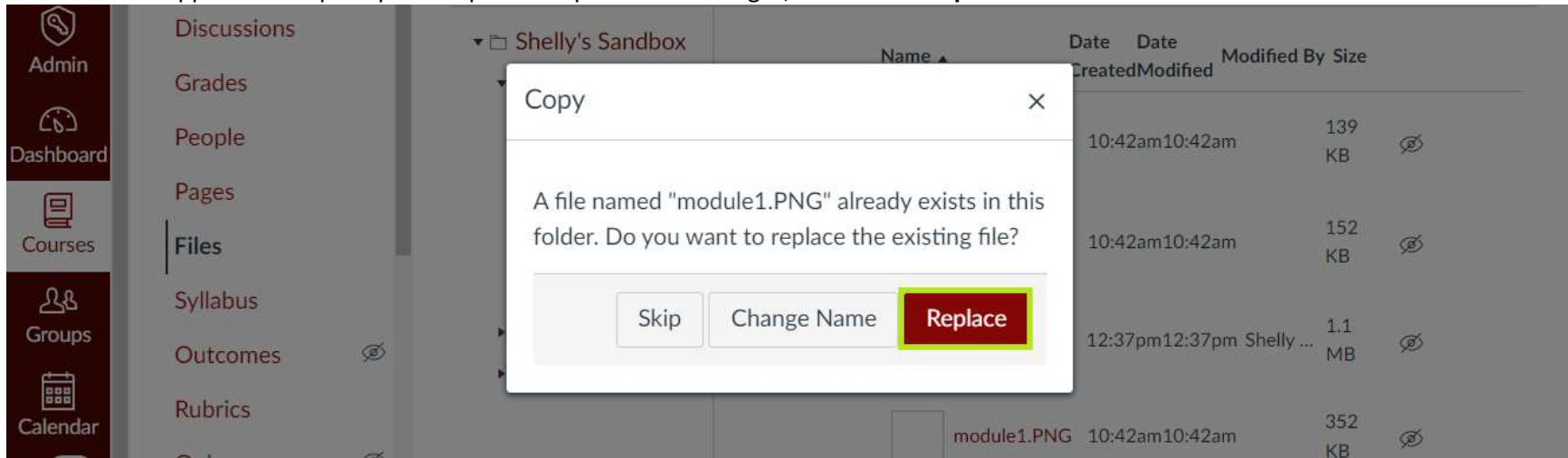
Upload the edited banner images to replace the placeholder images in the course. Go to **Files**, Select the **Course Design Assets** folder, then click on the **Module Pics** folder. In here select the **Upload** button.



Go to the folder where the module images were saved. Select them, then click on the **Open** button.



A text box will appear with a prompt. To replace the placeholder images, click on the **Replace** button.



Navigate to the **Graphical List of Module Topics** page you will notice that the placeholder images have been replaced with the uploaded images.

