

# GUIDE

## UPDATING THE CANVAS COURSE SHELL TEMPLATE'S LANDING PAGE IMAGE



Documented by: TLIS

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COURSE  
CCST - Course Shell Template  
- Wine-Black

Graduate - Graduate

Christopher Francique

1

102 0

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

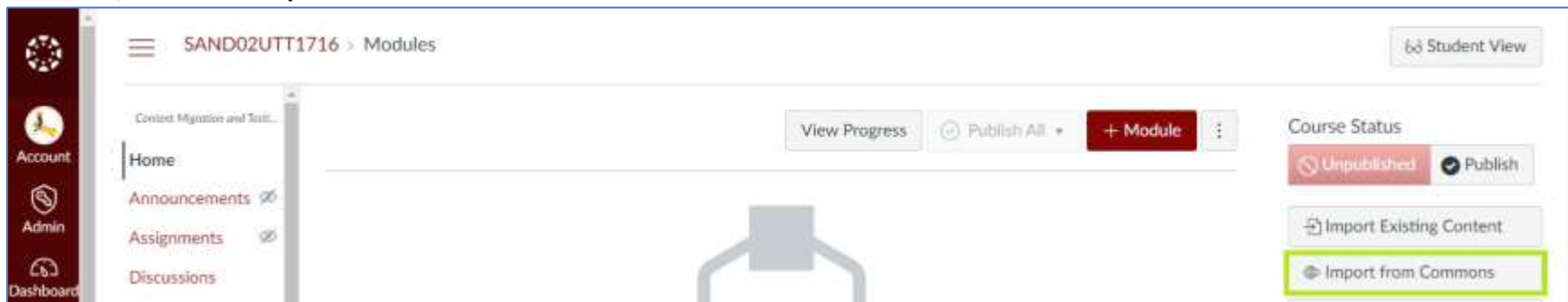
Undergraduate - Graduate

Christopher Francique

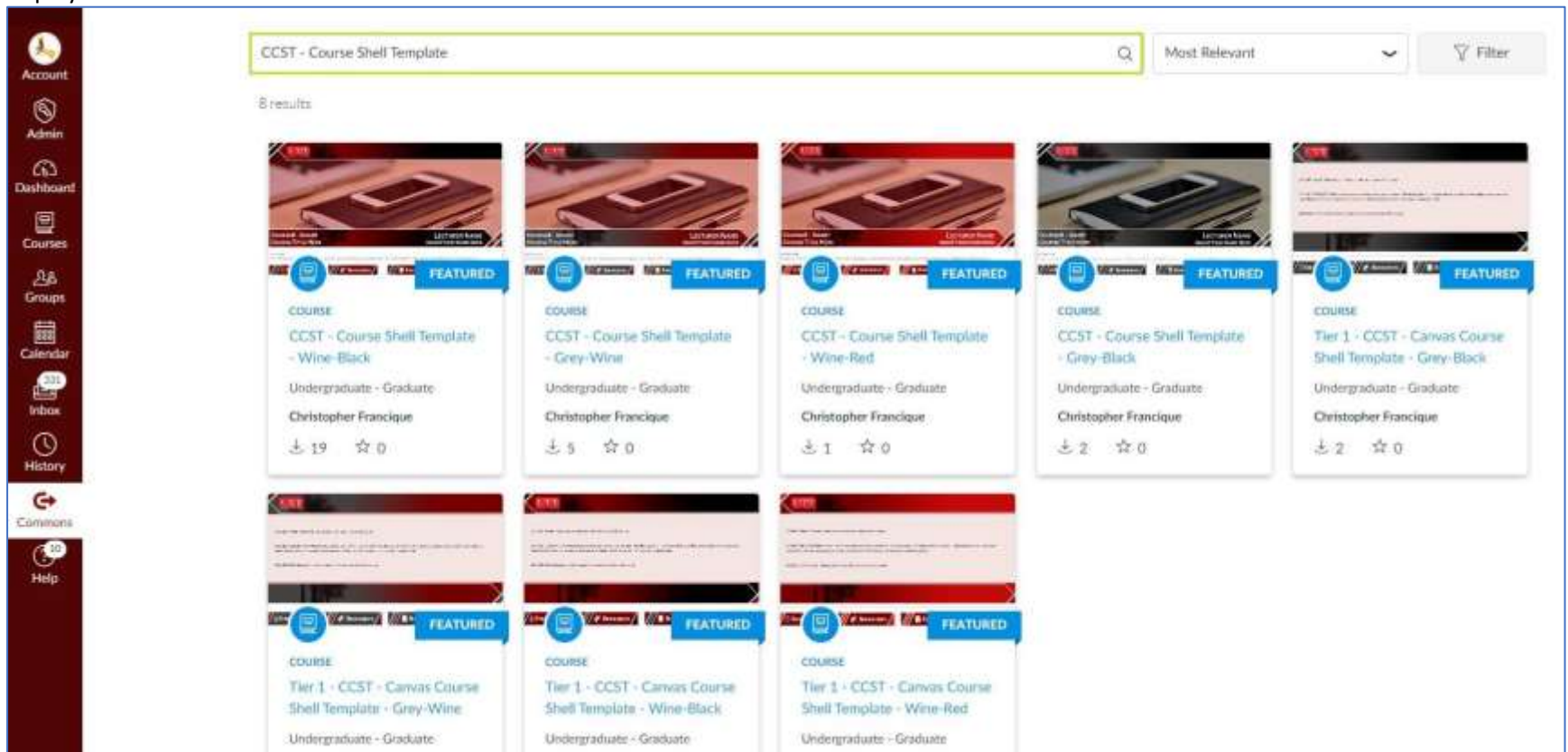
27 0

## 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 and navigated to the relevant course(s), in the right-hand section of the course, click on the **Import from Commons** link.



You will be redirected to the **Commons** section within Canvas. In the search bar type **“CCST – Course Shell Templates”** and the templates 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 course and this is labelled as Tier 1 and the other template design requires the editing of both graphics and text using the editable PowerPoint Templates. Also, there are four colour schemes: Wine-Black, Wine-Red, Grey-Wine, and Grey-Black. To select a template, click on the **link**.

The screenshot displays the Canvas Commons interface. At the top, there are navigation tabs: Commons, Search, Shared, Imported, Updates (0), and Favorites. Below these is a search bar containing the text "CCST - Course Shell Template". To the right of the search bar are options for "Most Relevant" and a "Filter" button. Below the search bar, it indicates "8 results".

The results are displayed in a grid of eight cards. Each card features a thumbnail image of a smartphone on a stack of books, a "FEATURED" badge, and the following text:

- COURSE
- CCST - Course Shell Template - [Color Scheme]
- Undergraduate - Graduate
- Christopher Francique
- Download icon and star icon with count

The cards are arranged in two rows of four. The top row shows four cards with color schemes: Wine-Black, Grey-Wine (highlighted with a yellow border), Wine-Red, and Grey-Black. The bottom row shows four cards with color schemes: Grey-Black, Wine-Red, Grey-Wine, and Wine-Black. The "Tier 1 - CCST - Canvas Course Shell Template" label is visible in the bottom row cards.

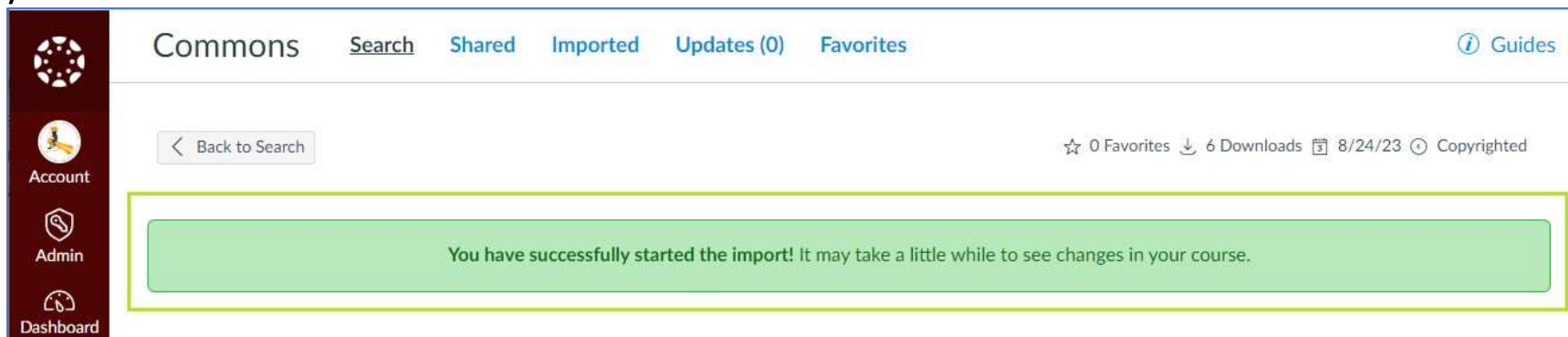
To import the selected template into your sandbox course, simply click on the **Import/Download** button located in the right-hand section.

The screenshot shows the Canvas LMS interface for a course titled "CCST - Course Shell Template - Grey-Wine". The page has tabs for "Preview", "Details", and "Version notes". On the left, there is a sidebar with "Modules (16)", "Pages (50)", "Discussions (1)", and "Files (59)". The main content area is titled "Course Information" and lists three items: "Course Home Page - Welcome", "Course Information Page", and "Welcome Message From Your Instructor", each with a green checkmark. On the right side, there is a "Preview" button and a yellow-bordered box containing the "Import/Download" button, the file size "17.46 MB - IMS Common Cartridge File (.imsc)", and buttons for "Add to Favorites" and "Copy Resource Link".

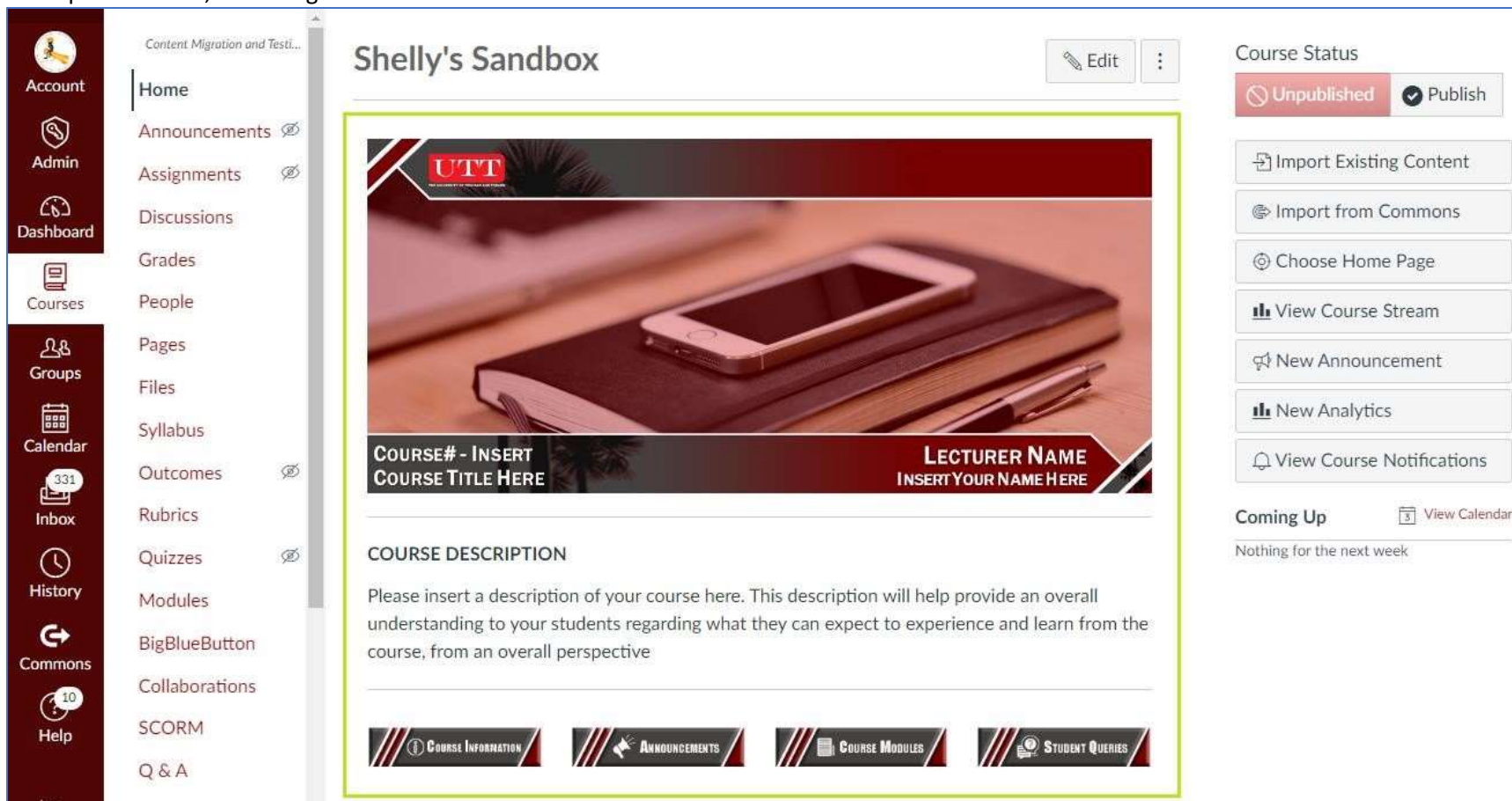
Select the course or courses you will be importing the template into, by checking the box or boxes. Then click on the **Import into Course** button. Also note that you can **Search for a course** if it is not available in the list provided.

The screenshot shows the Canvas LMS interface with the "Import/Download" dialog box open. The dialog has a search bar labeled "Search for a course" and a list of courses. The "Shelly's Sandbox" course is selected with a checked checkbox. At the bottom of the dialog, the "Import into Course" button is highlighted in a yellow box, along with a "Download" button. The background shows the same course page as the previous screenshot, but it is dimmed.

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

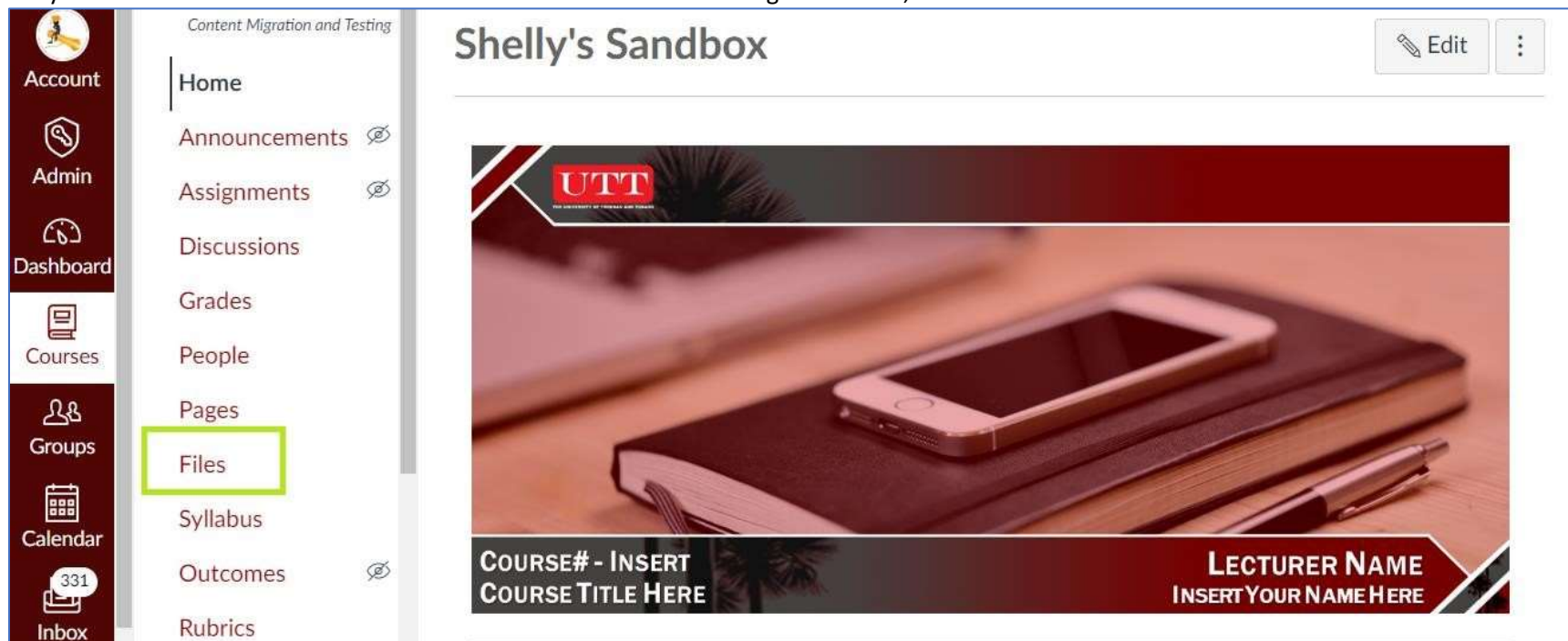


To confirm if the changes were made, go the respective course or courses. The **Home Page** should display the template’s frontpage graphic, course description section, and navigational buttons.



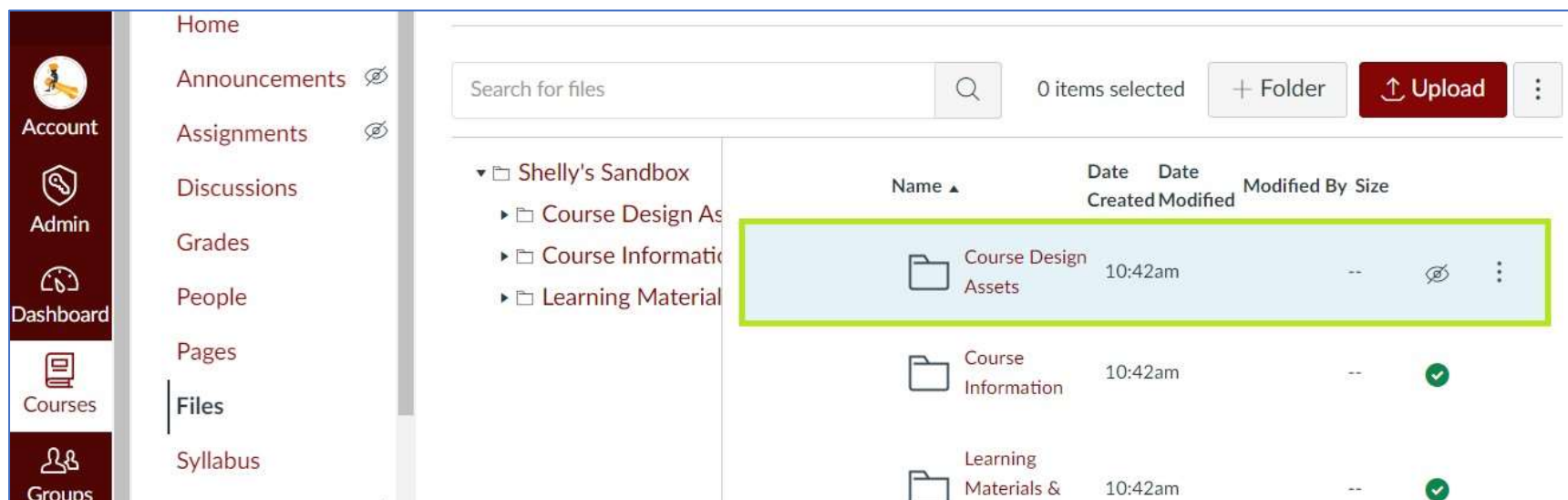
## Creating the Landing Page Image

The next step in this workflow is to edit the frontpage and module graphics. To do so, the editable PowerPoint Templates must be downloaded. They are available in the Files section of the course. In the course navigation menu, click on the **Files** link.



The screenshot shows a course landing page for 'Shelly's Sandbox'. On the left is a navigation menu with options: Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. The 'Files' option is highlighted with a green box. The main content area features a large image placeholder with a red header containing the UTT logo and a red footer with text: 'COURSE# - INSERT COURSE TITLE HERE' and 'LECTURER NAME INSERT YOUR NAME HERE'. An 'Edit' button is visible in the top right corner.

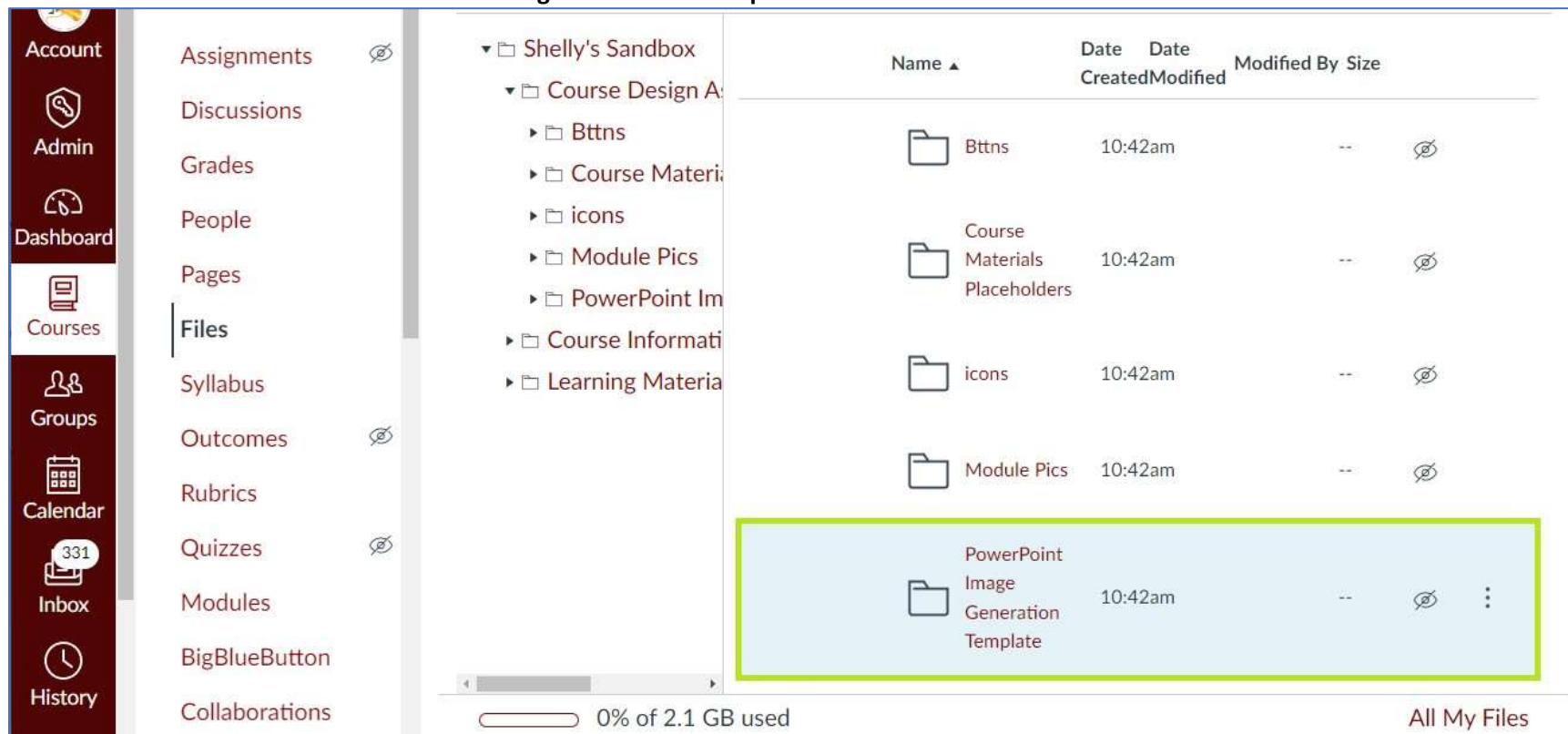
Click on the **Course Design Assets** folder.



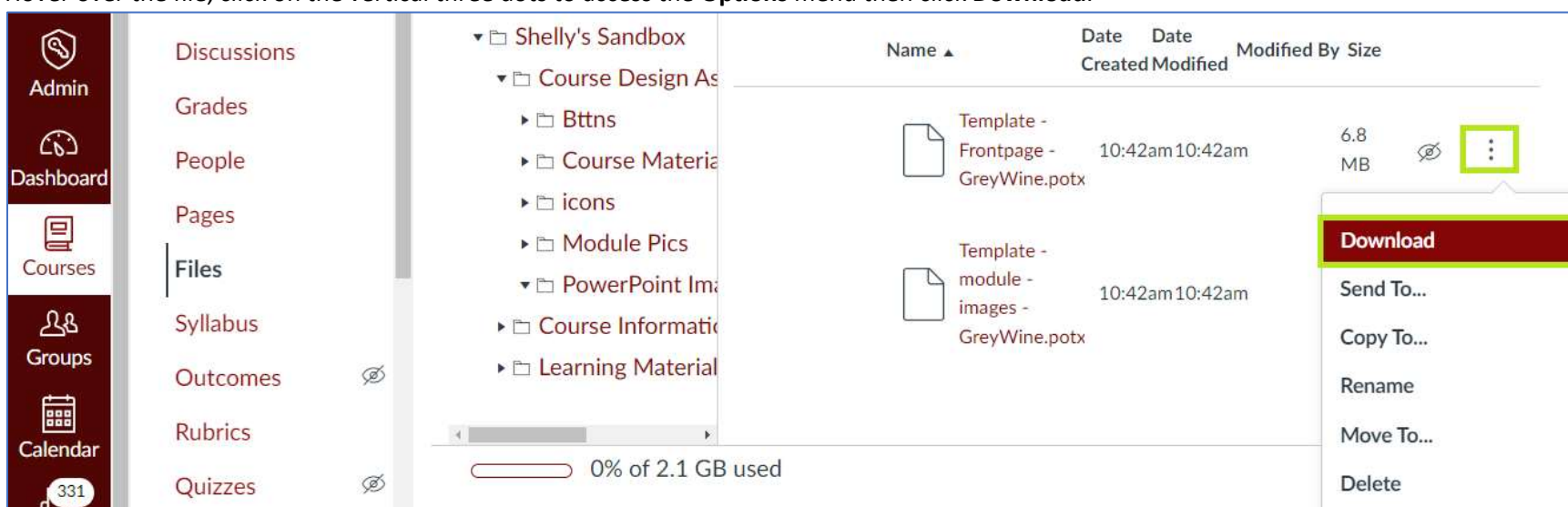
The screenshot shows the course file management interface. A search bar at the top contains 'Search for files'. Below it, a table lists files and folders. The 'Course Design Assets' folder is highlighted with a green box. The table has columns for Name, Date Created, Date Modified, Modified By, and Size.

Name	Date Created	Date Modified	Modified By	Size
Shelly's Sandbox				
Course Design Assets	10:42am			--
Course Information	10:42am			--
Learning Materials &	10:42am			--

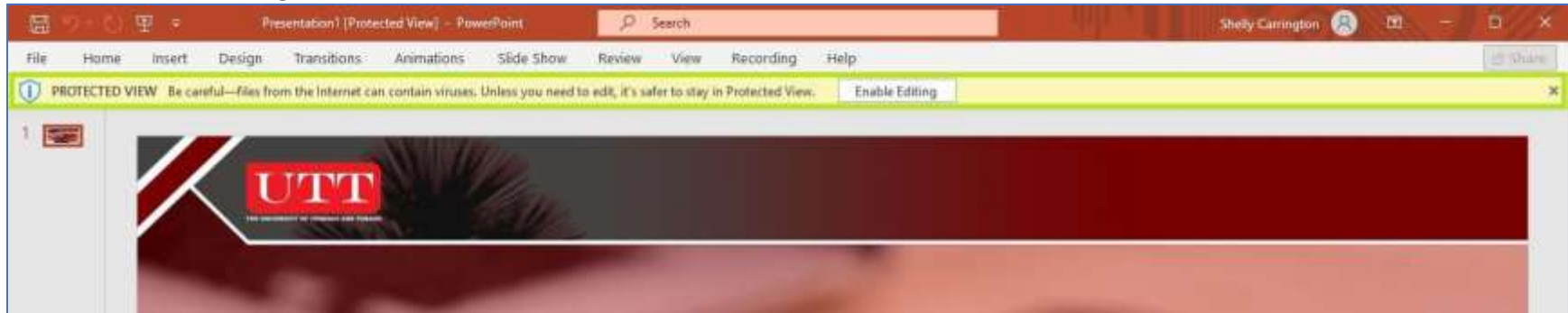
Then click on the folder labelled **PowerPoint Image Generation Template**.



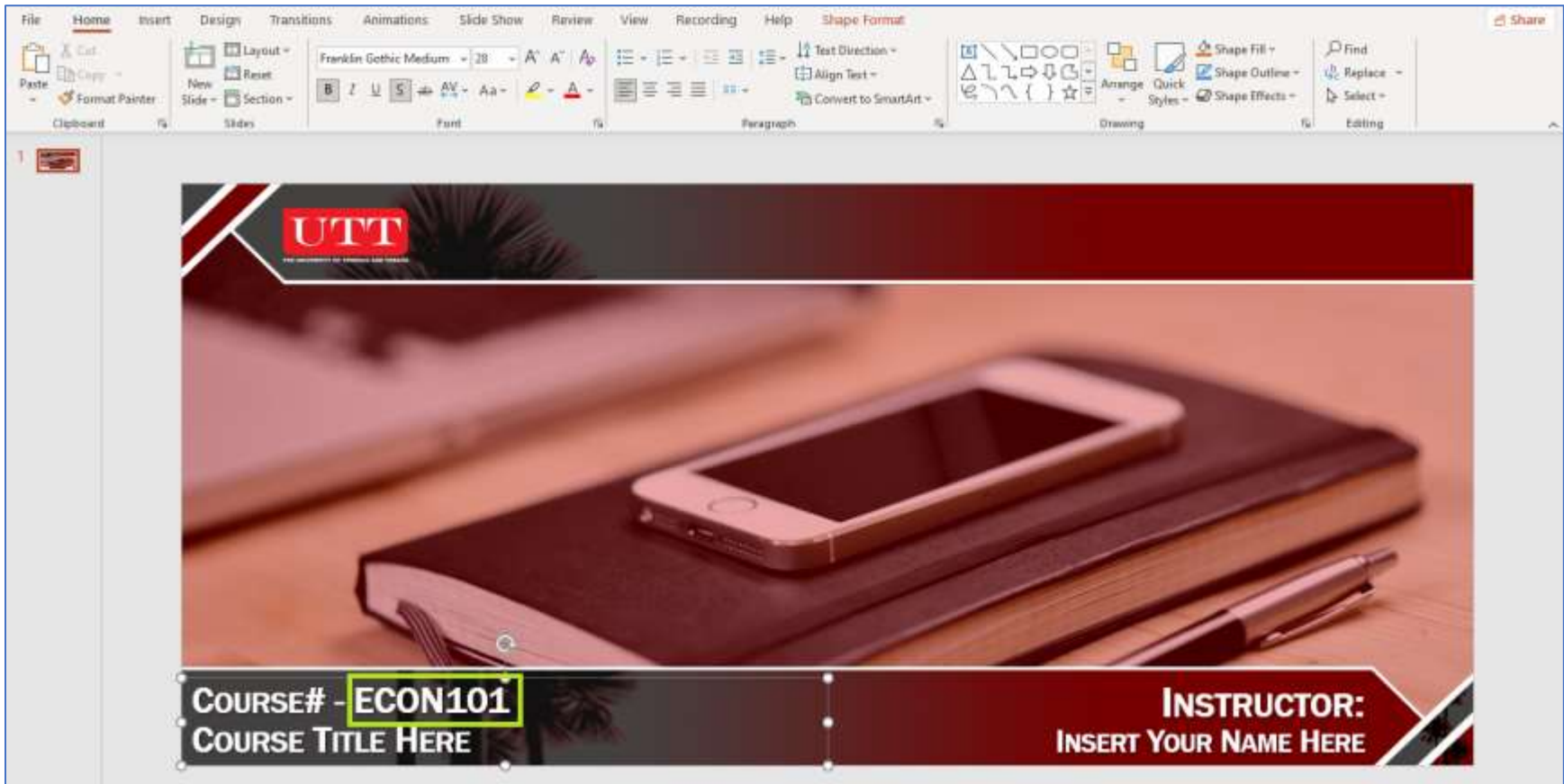
Hover over the file, click on the vertical three dots to access the **Options** menu then click **Download**.



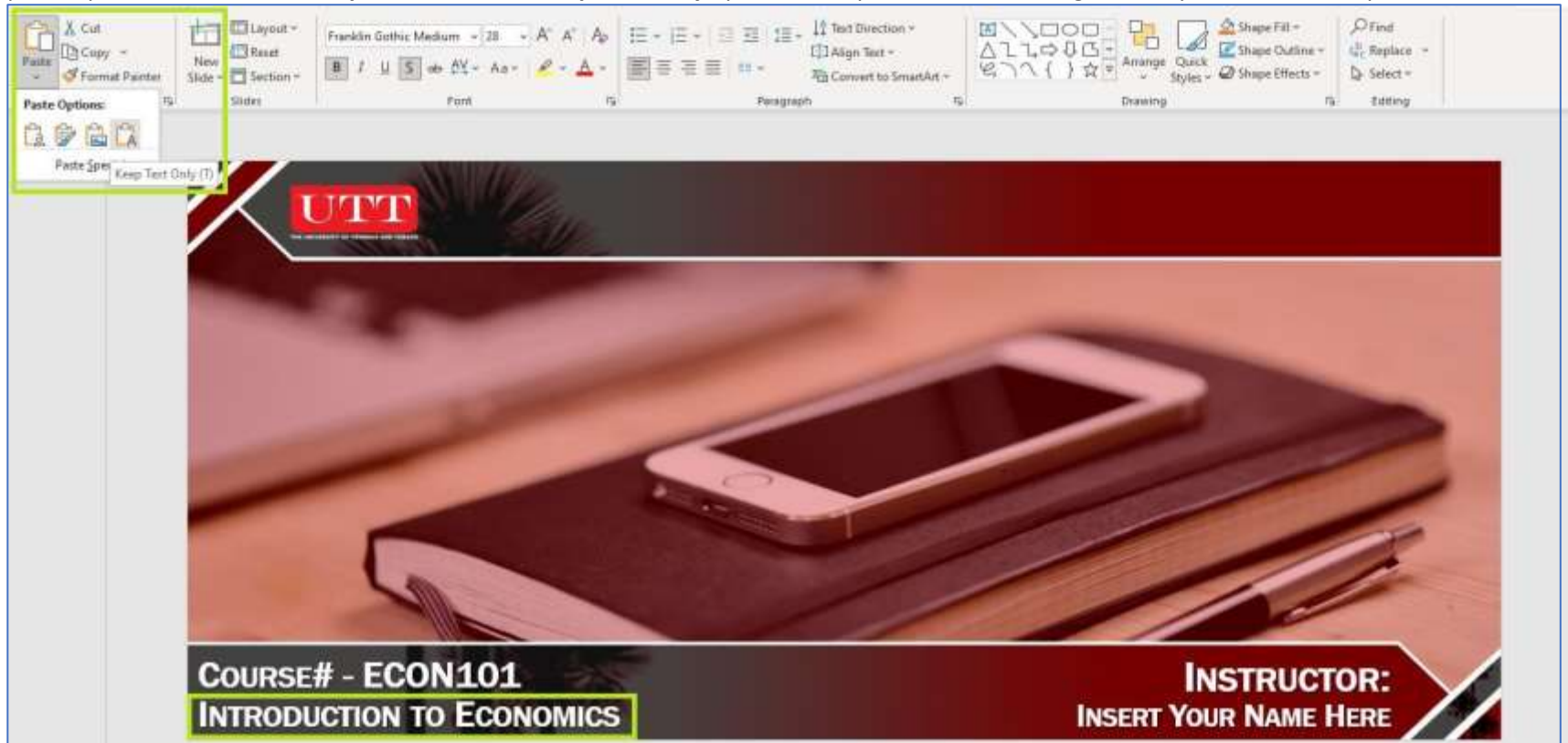
The downloaded PowerPoint template can be accessed in the **Downloads** folder on your device. Locate and open the file. You may be required to click on the **Enable Editing** button.



This PowerPoint template can be used to edit the placeholder text and landing page image. To edit the text, you can **highlight** and **delete** the placeholder text, then type in your course information and in this case, we will be adding the course code.



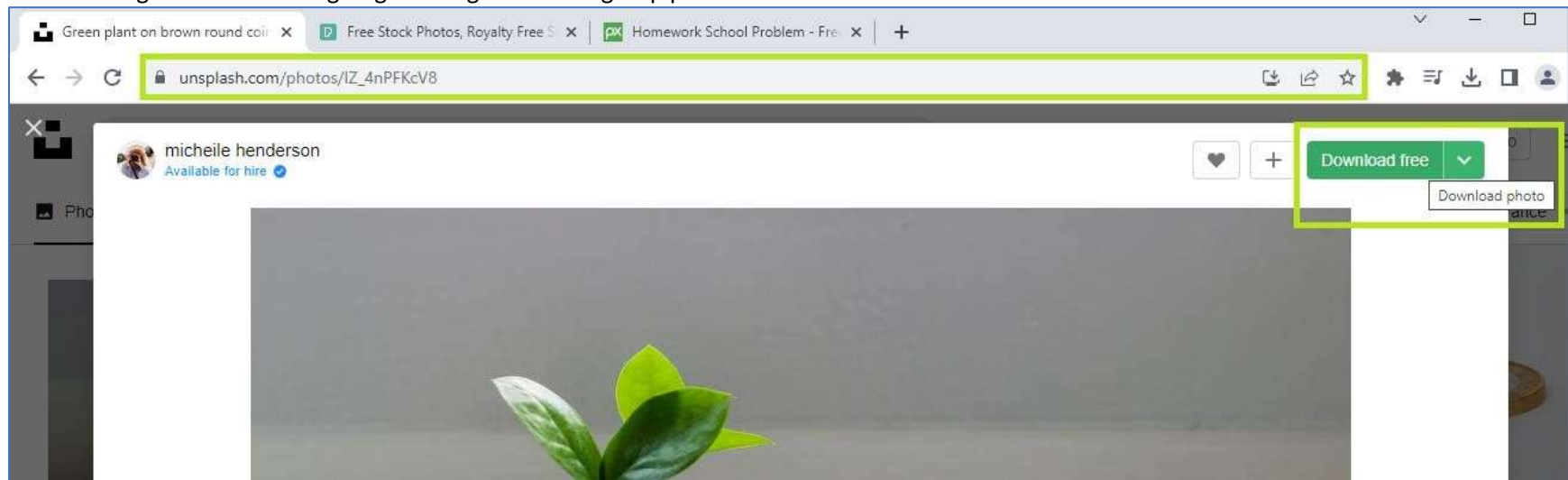
The information can also be added by **Copying** the course name from the course outline, **highlighting** the placeholder text and then **selecting** the paste option. From the **Paste Options** select the **Keep Text Only** option to keep the text formatting currently used in the template.



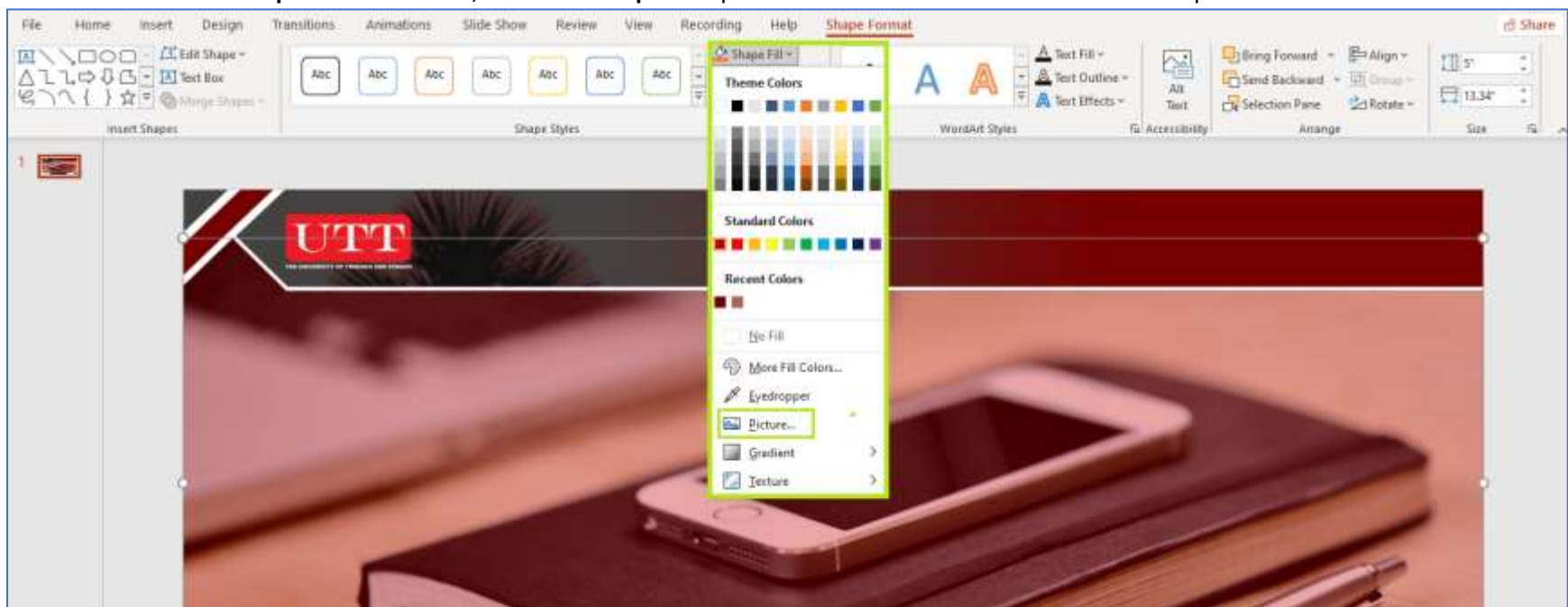
Another way of pasting the information would be to **highlight** the placeholder text, **right click** and then click on the **Keep Text Only** option.



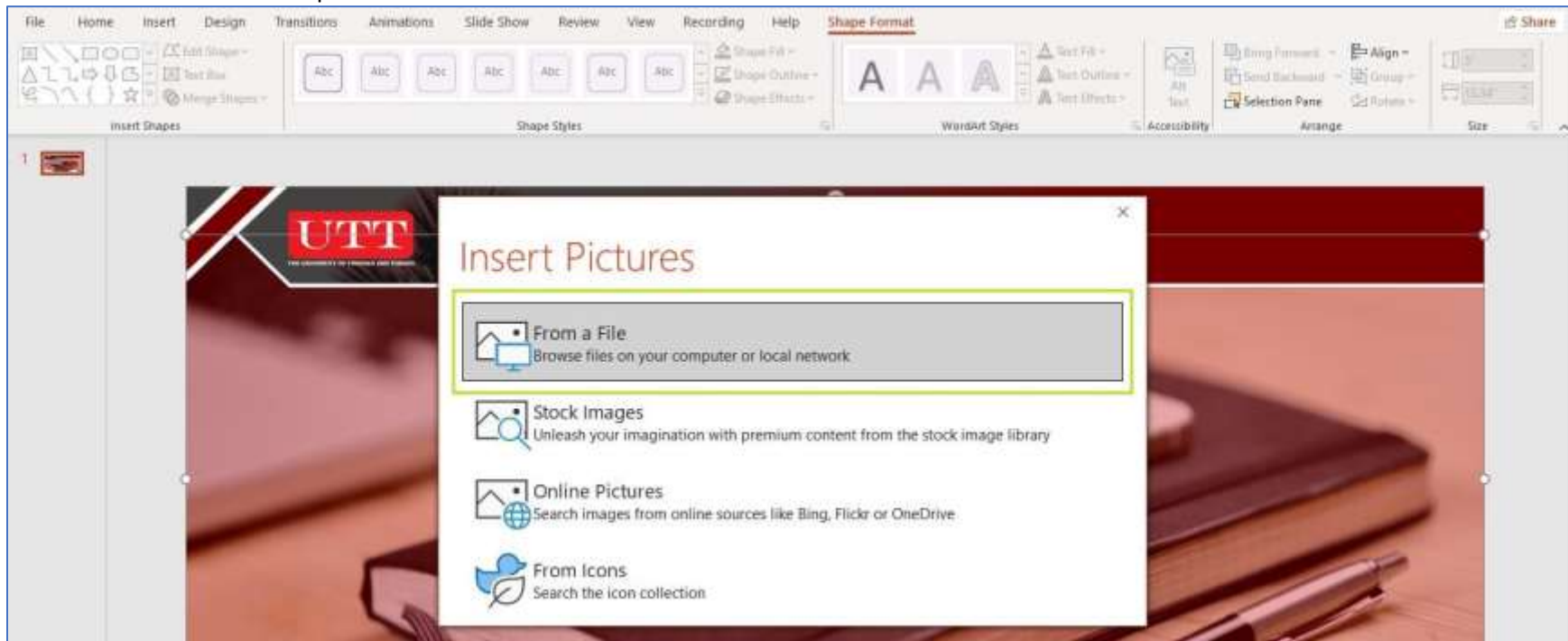
The next step is to update the landing page image. Royalty free images can be sourced from websites like **Unsplash**, **Pexels** or **Pixabay**. Click on the **Download free** button to get the required image. Note that an account was not needed to download this image. Therefore, you can search for suitable images without having to go through tedious sign-up process.



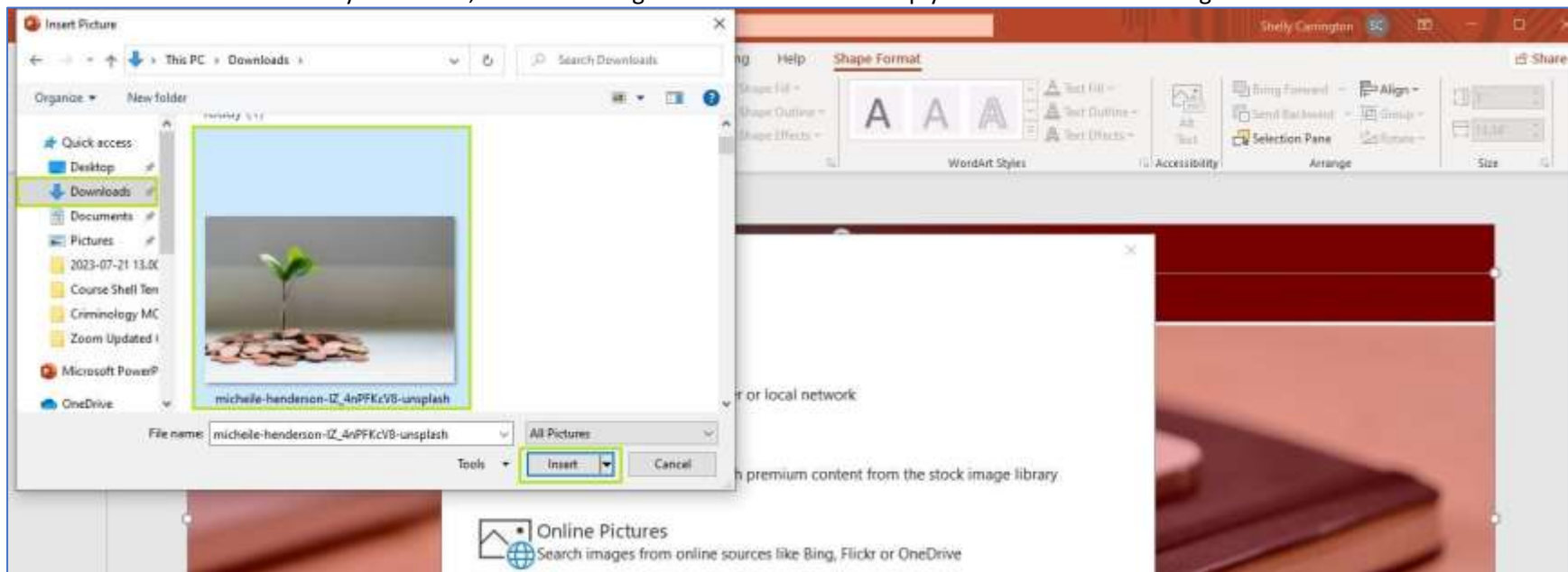
On the **Ribbon** in the **Shape Format** section, select the **Shape Fill** option. Then in the menu select the **Picture** option.



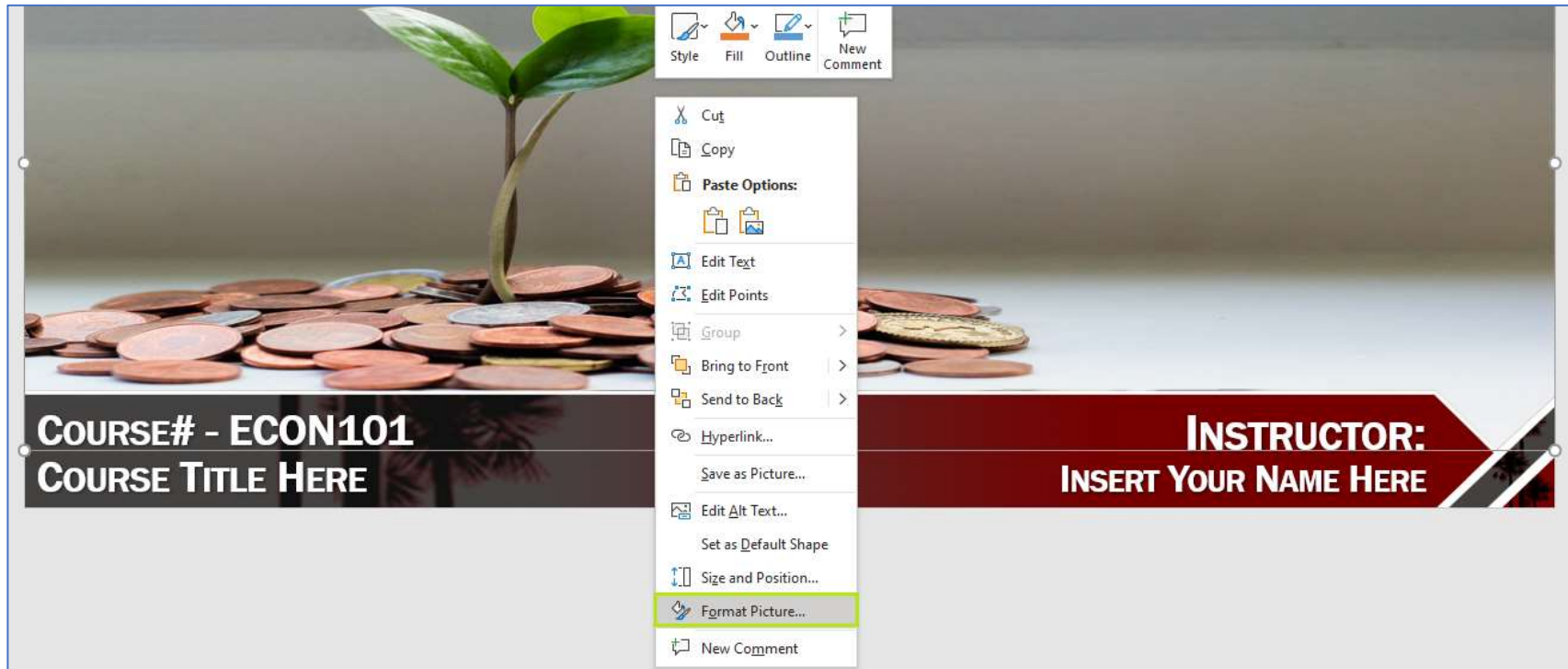
Select the from **From a File** option.



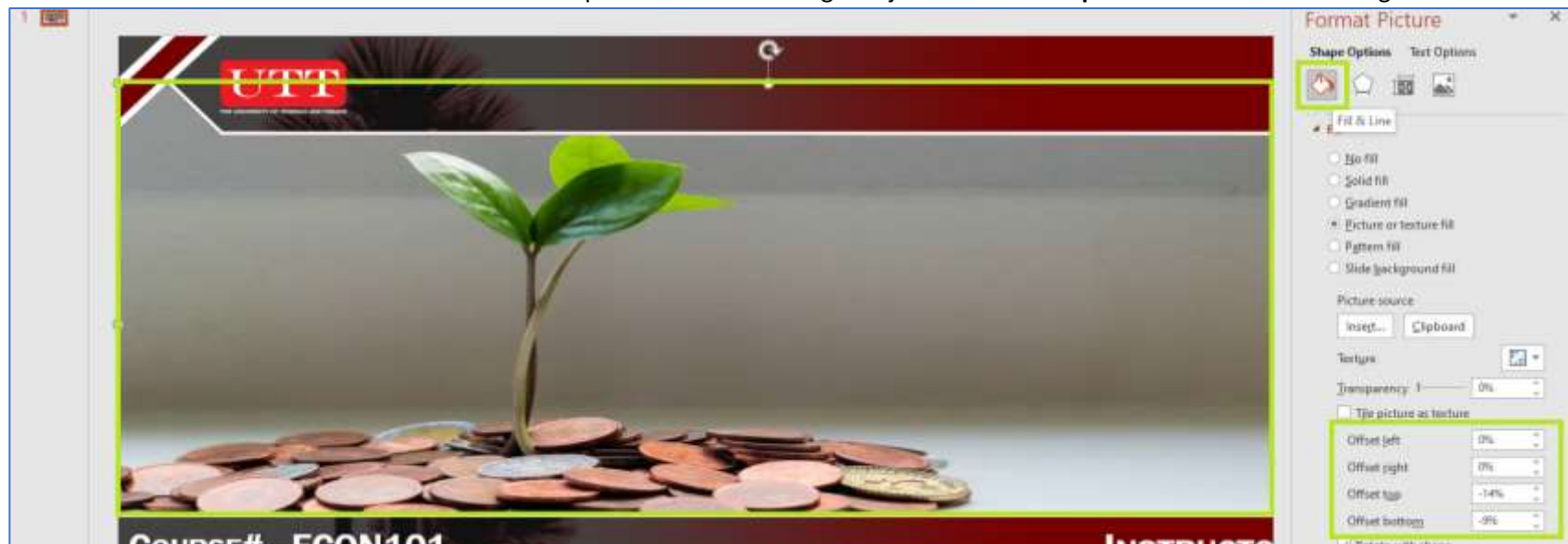
Go to the **Downloads** folder on your device, select the image then click **Insert** or simply **double click** on the image to add it to the PowerPoint.



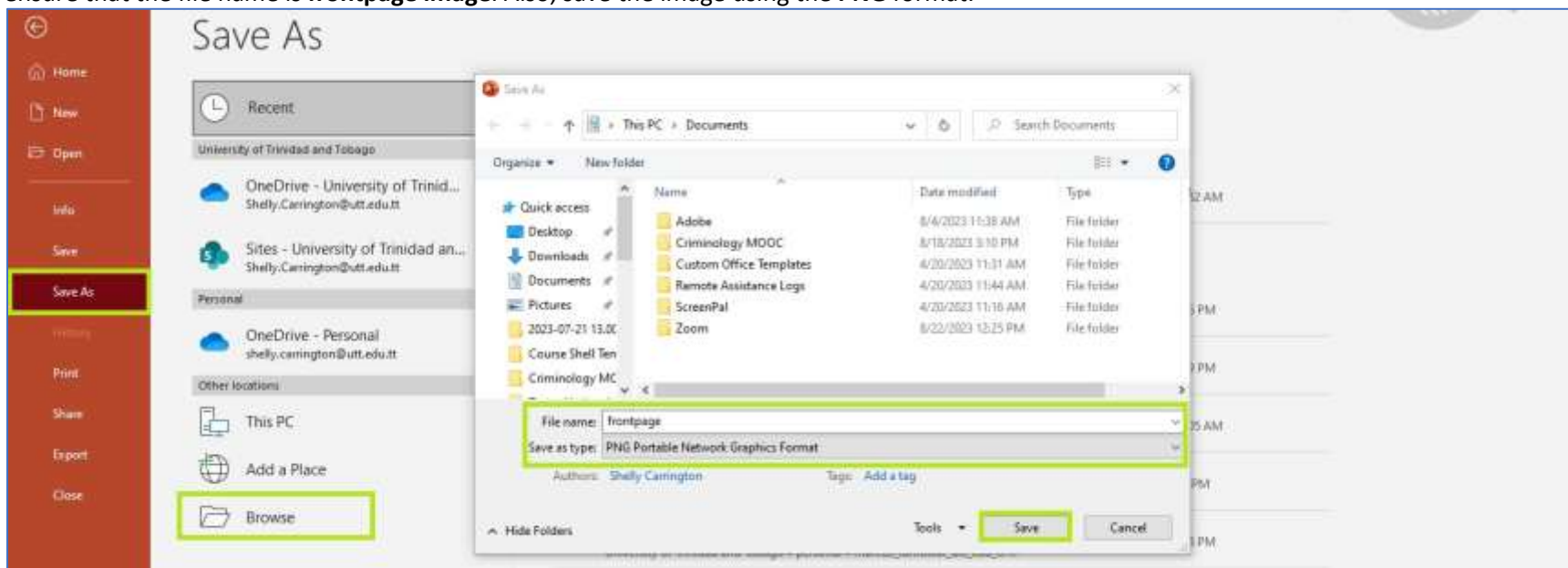
Once you have added the image, it may appear a bit stretched. **Right-Click** and **Select** the **Format Picture** option. Do not resize the image by dragging the points in the four corners. This will change the formatting of the template.



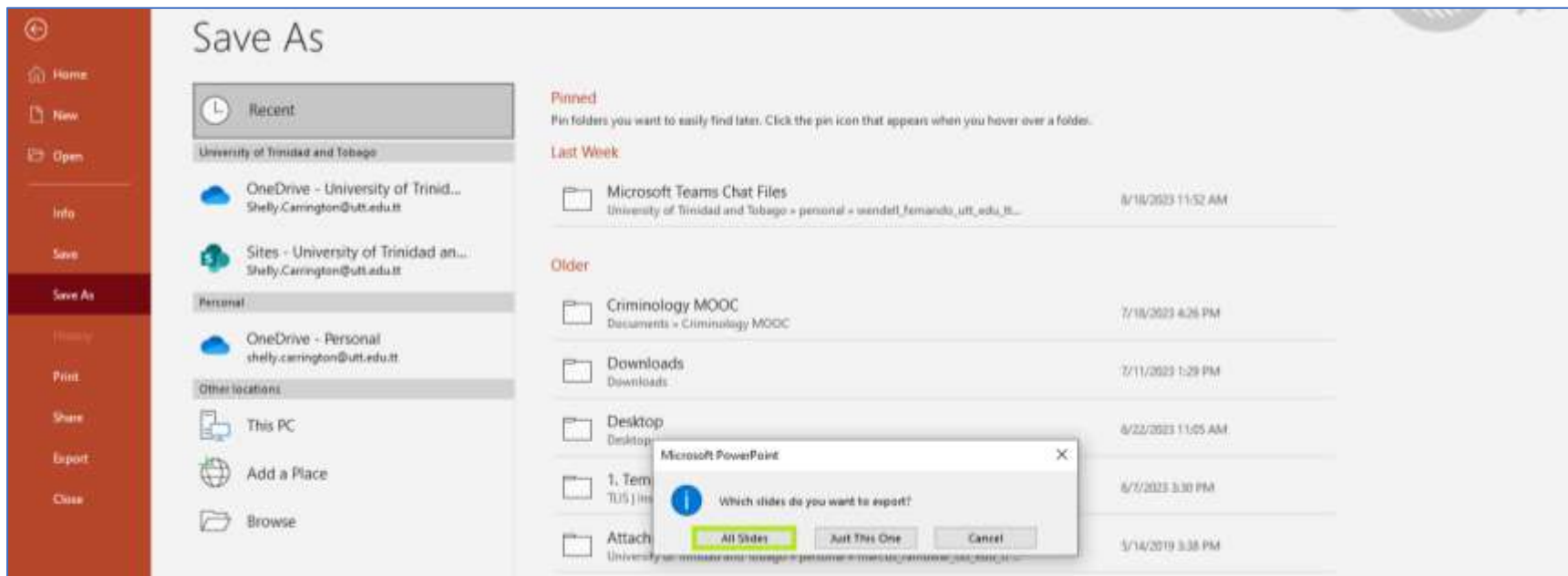
Click on the **Fill & Line** icon. Then click on the **Offset** options to edit the image. Adjust the **Offset Top** and **Offset Bottom** settings.



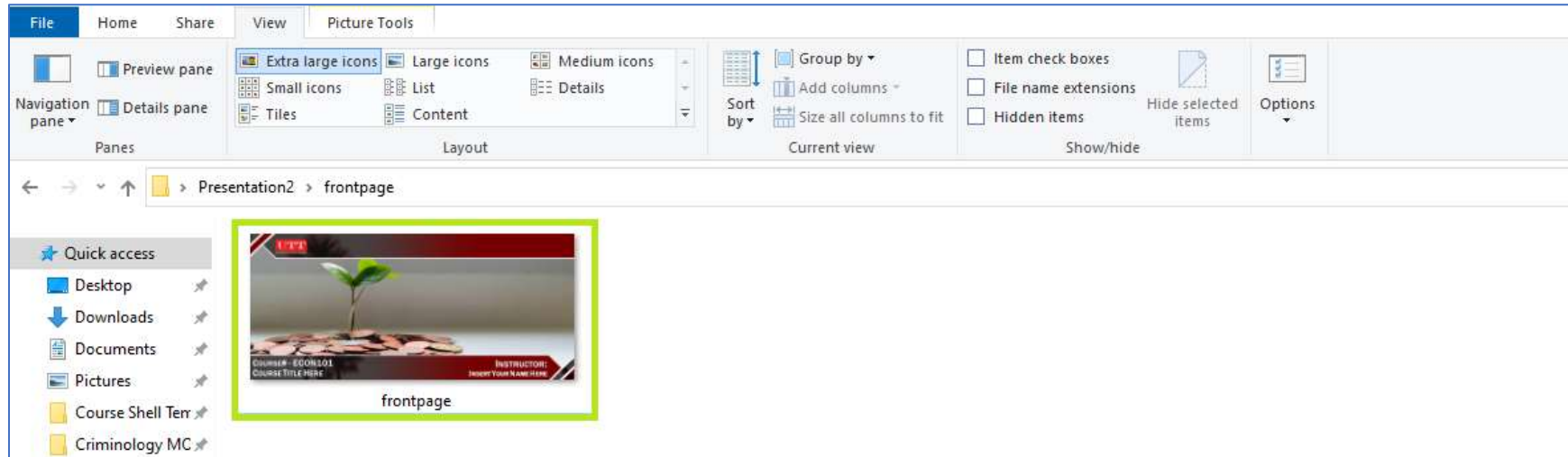
Once you have edited your landing page image, go to **File**, click **Save As**, and then click **Browse** to select a suitable location on your device. Please ensure that the file name is **frontpage image**. Also, save the image using the **PNG** format.



Then select the **All Slides** option.

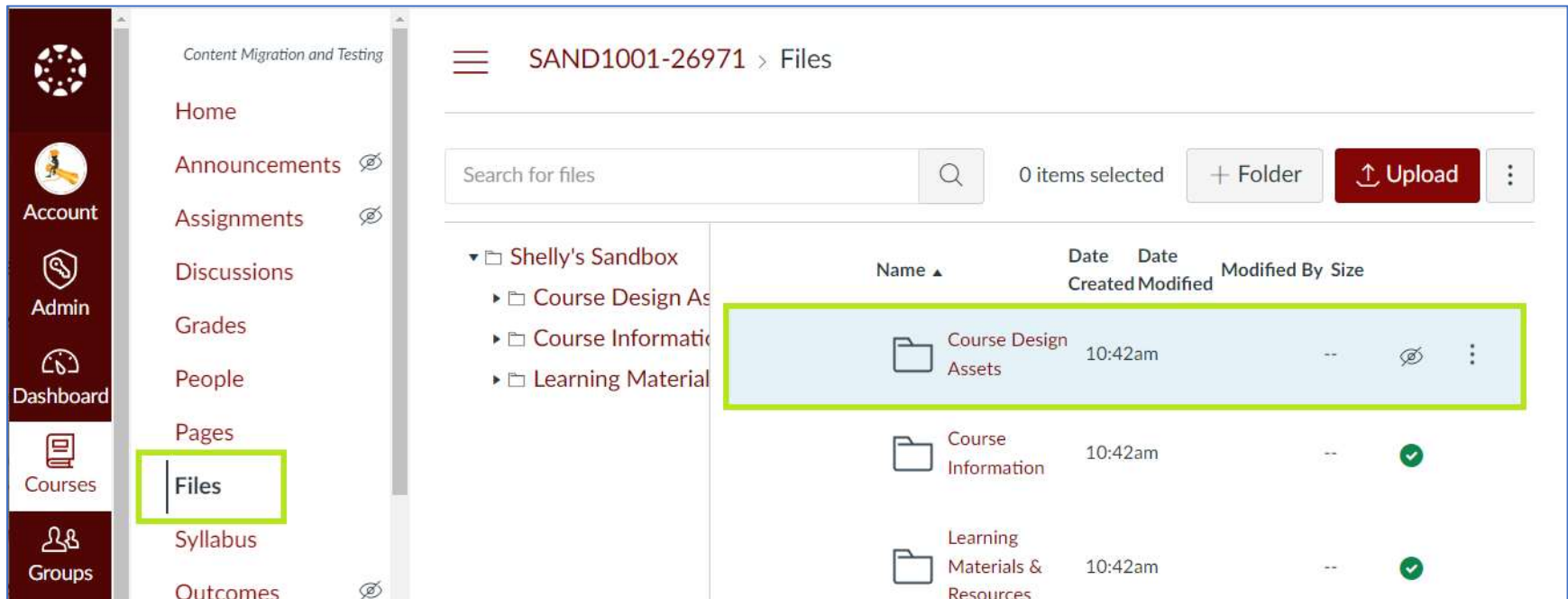


Locate the folder (frontpage image) with the saved image and rename the image as **frontpage** all lowercase letters. This is important, since this image file when uploaded will replace the placeholder image in the template.

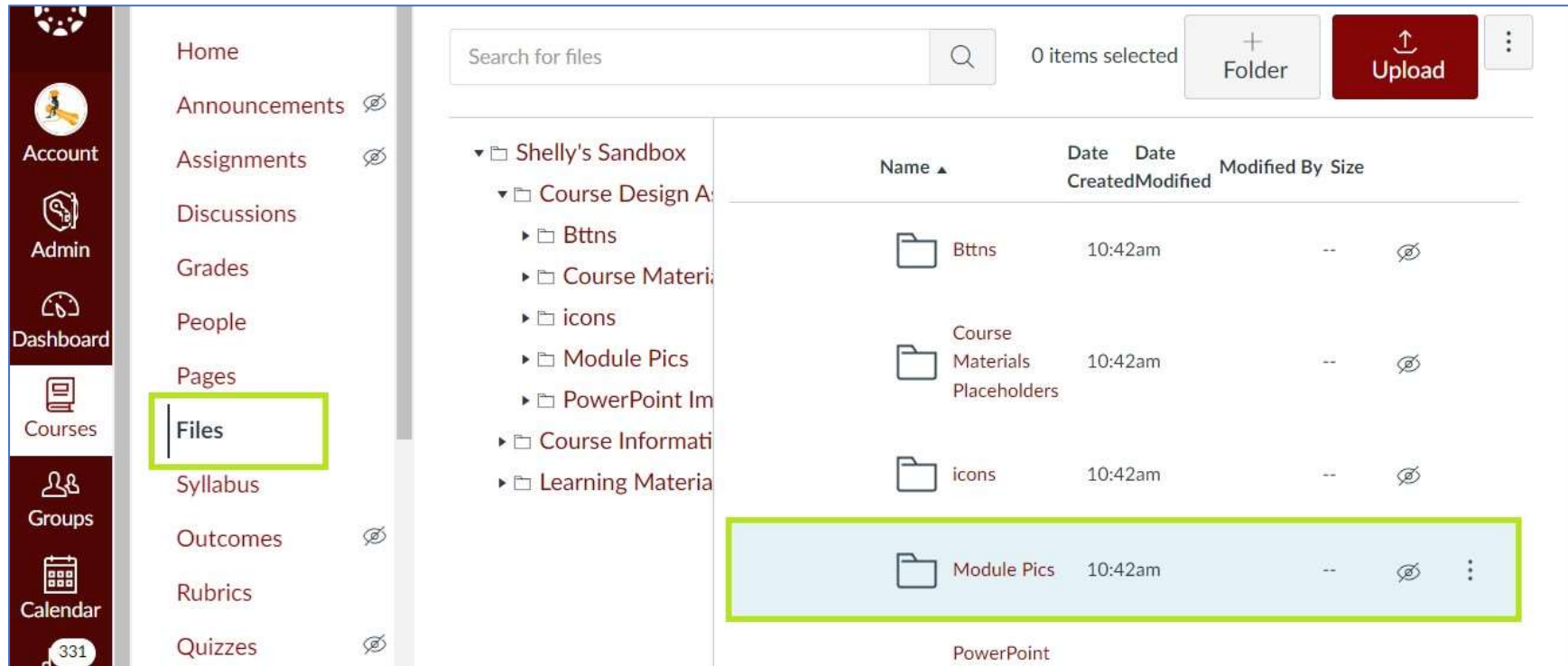


## Uploading the Landing Page Image

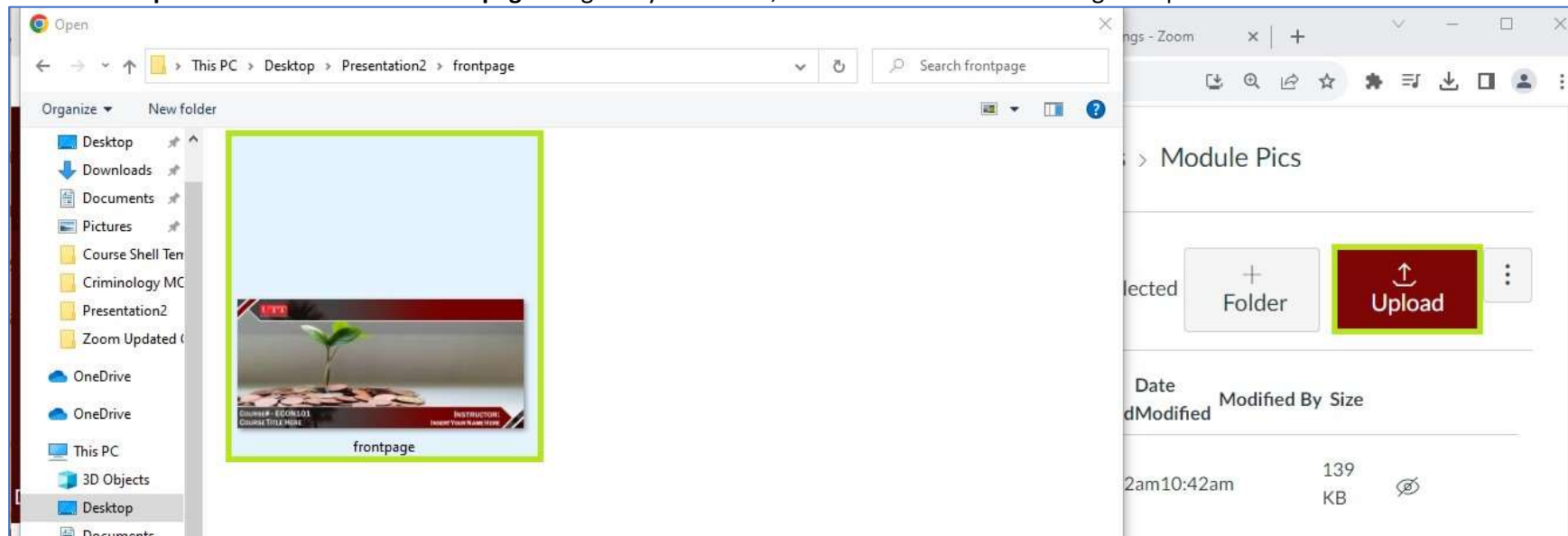
To upload the image to your Canvas course with the imported template, select the **Course Design Assets** folder in the **Files** section of the course.



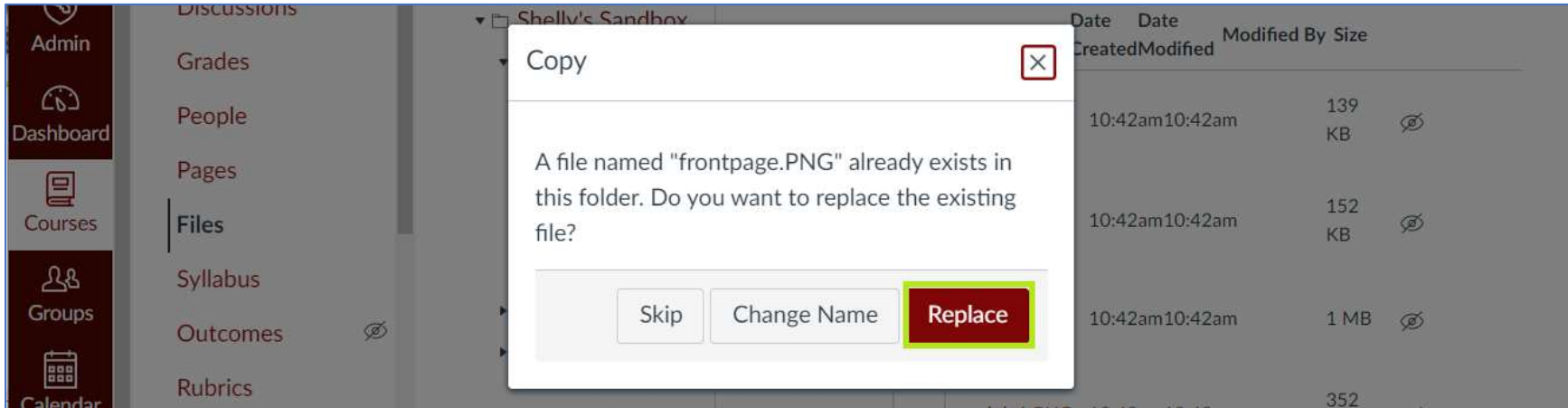
Click on the **Module Pics** folder.



Click on the **Upload** button. Locate the **frontpage** image on your device, then **double click** on the image to upload it.



A text box will appear with a prompt. You are required to replace the placeholder image so click on the **Replace** button.



Navigate to the home page, you will notice that the placeholder image was replaced with the uploaded image.

