

GUIDE

UPDATING THE CANVAS COURSE SHELL TEMPLATE'S MODULE BANNERS

Documented by: TLIS

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Course# - INSERT COURSE TITLE HERE LECTURER NAME (INSERT YOUR NAME HERE)

FEATURED

COURSE

CCST - Course Shell Template - Wine-Black

Undergraduate - Graduate

Christopher Francique

1

Course# - INSERT COURSE TITLE HERE LECTURER NAME (INSERT YOUR NAME HERE)

FEATURED

COURSE

CCST - Course Shell Template - Wine-Red

Undergraduate - Graduate

Christopher Francique

102 0

Course# - INSERT COURSE TITLE HERE LECTURER NAME (INSERT YOUR NAME HERE)

FEATURED

COURSE

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

Undergraduate - Graduate

Christopher Francique

58 0

Course# - INSERT COURSE TITLE HERE LECTURER NAME (INSERT YOUR NAME HERE)

FEATURED

COURSE

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

Undergraduate - Graduate

Christopher Francique

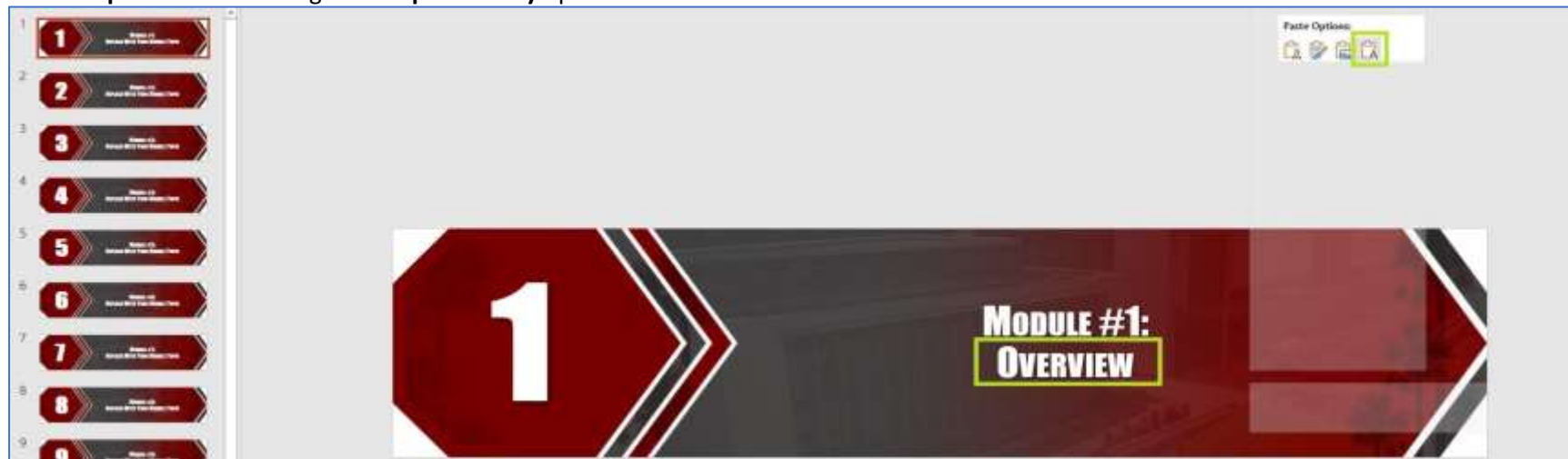
27 0

Editing the Module Images

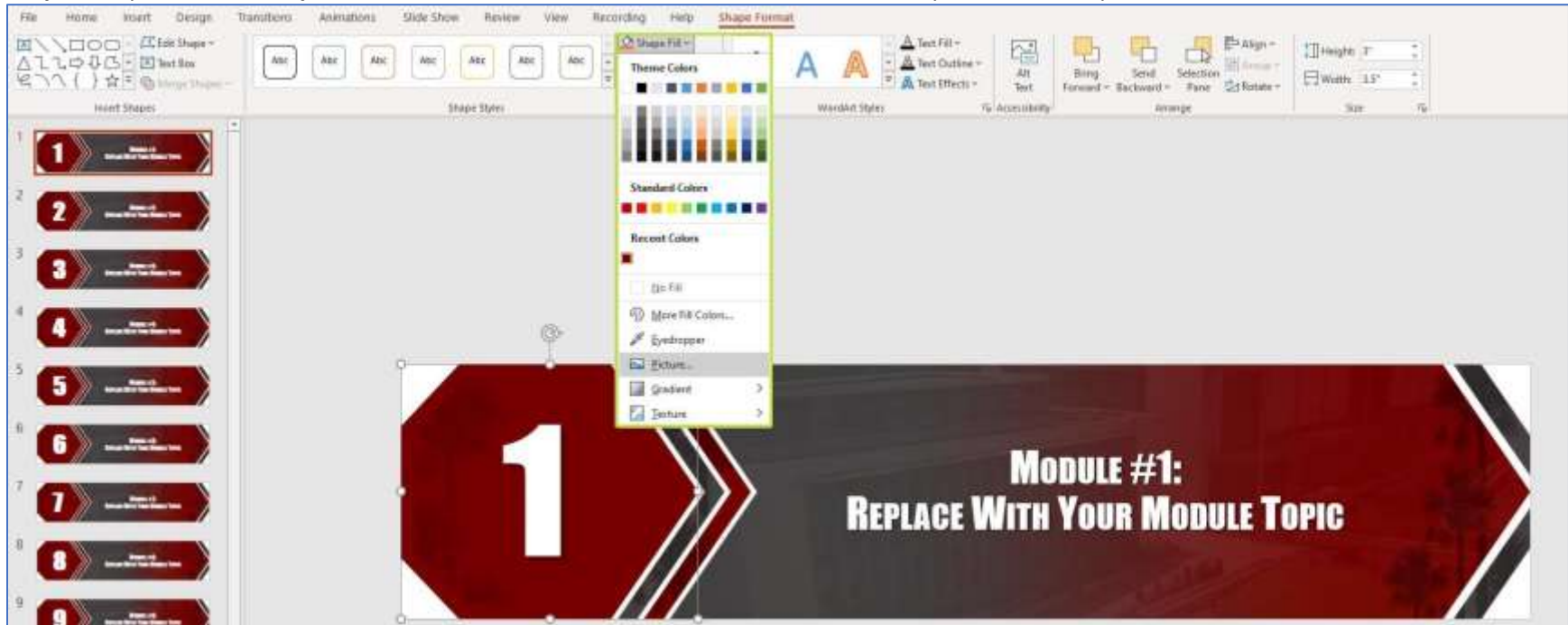
Click on the **Files** link in Course Navigation menu, then click on the **Course Design Assets** folder and the **PowerPoint Image Generation Template** folder. Hover over the module banners template file, click on the **Options** icon (the three vertical dots) then click on the **Download** option. The file can be accessed in the **Downloads** folder on your device. **Open** the file and select the **Enable Editing** option.



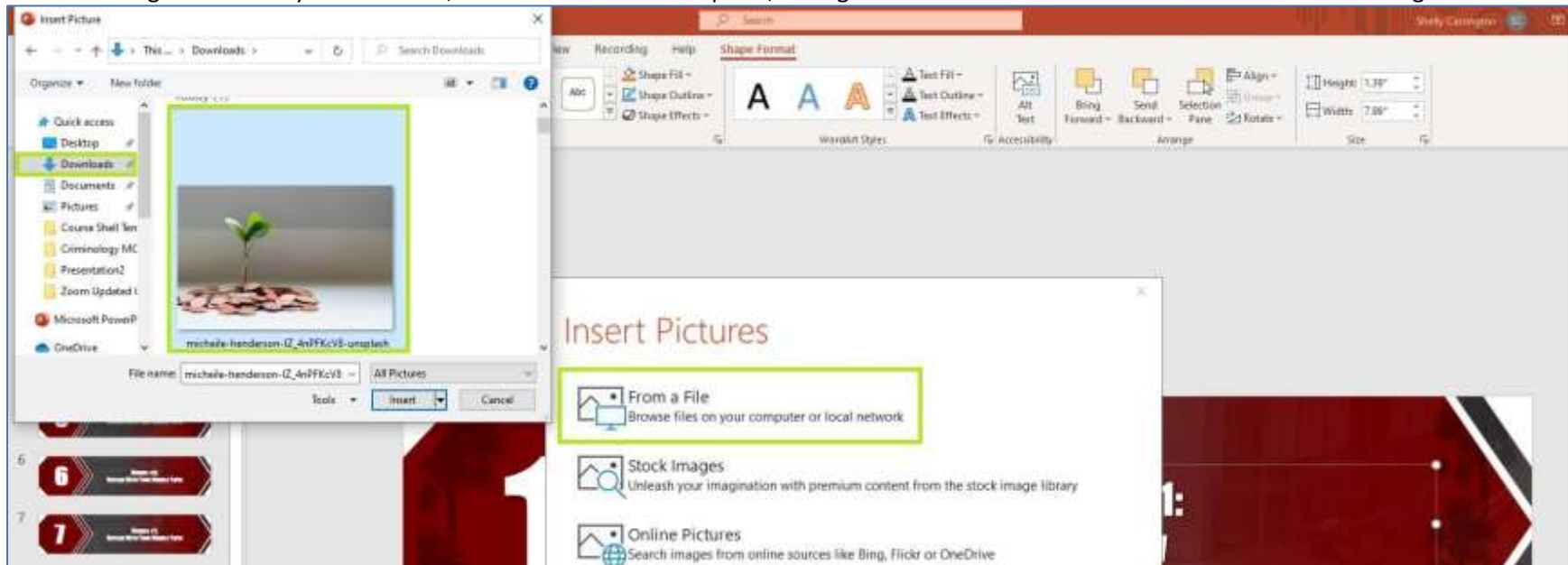
Add the module titles by **copying** the information from the course outline and **pasting** over the placeholder text. **Highlight** the existing text, **right-click** and **paste** the text using the **Keep Text Only** option.



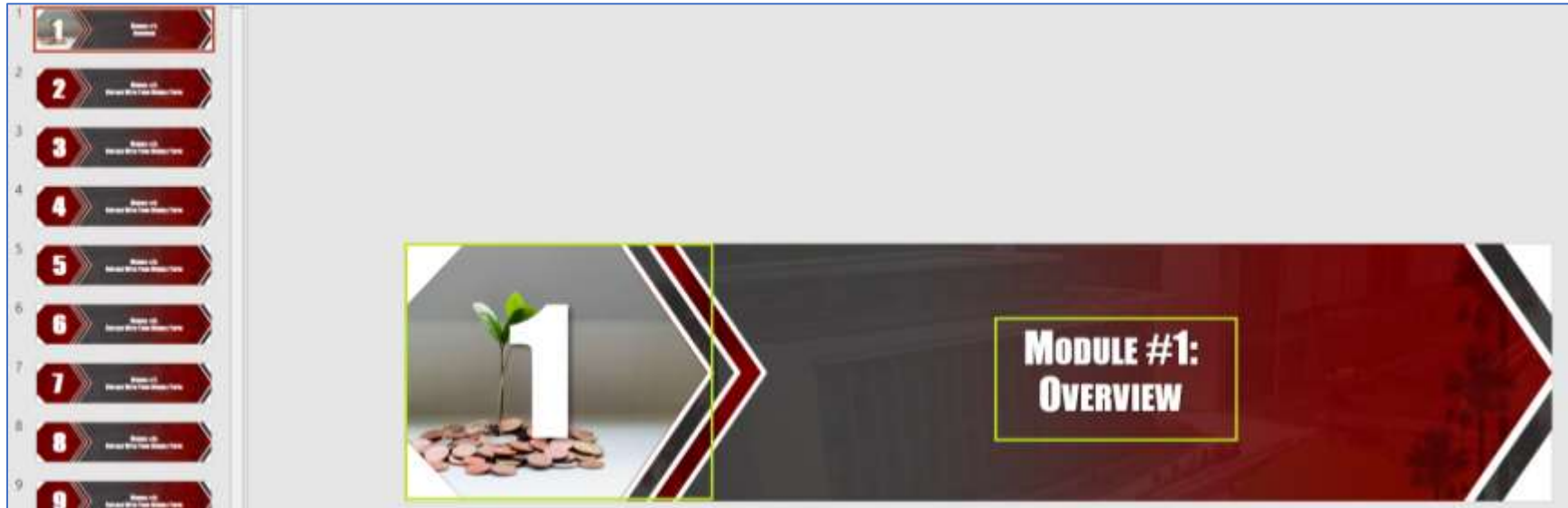
Images can be added to the module banners; however, this is optional. Select the shape with the module number. To add an image, click on the **Shape Fill** option in the **Shape Format** section of the **Ribbon**. Then select the **Picture** option in the drop-down menu.



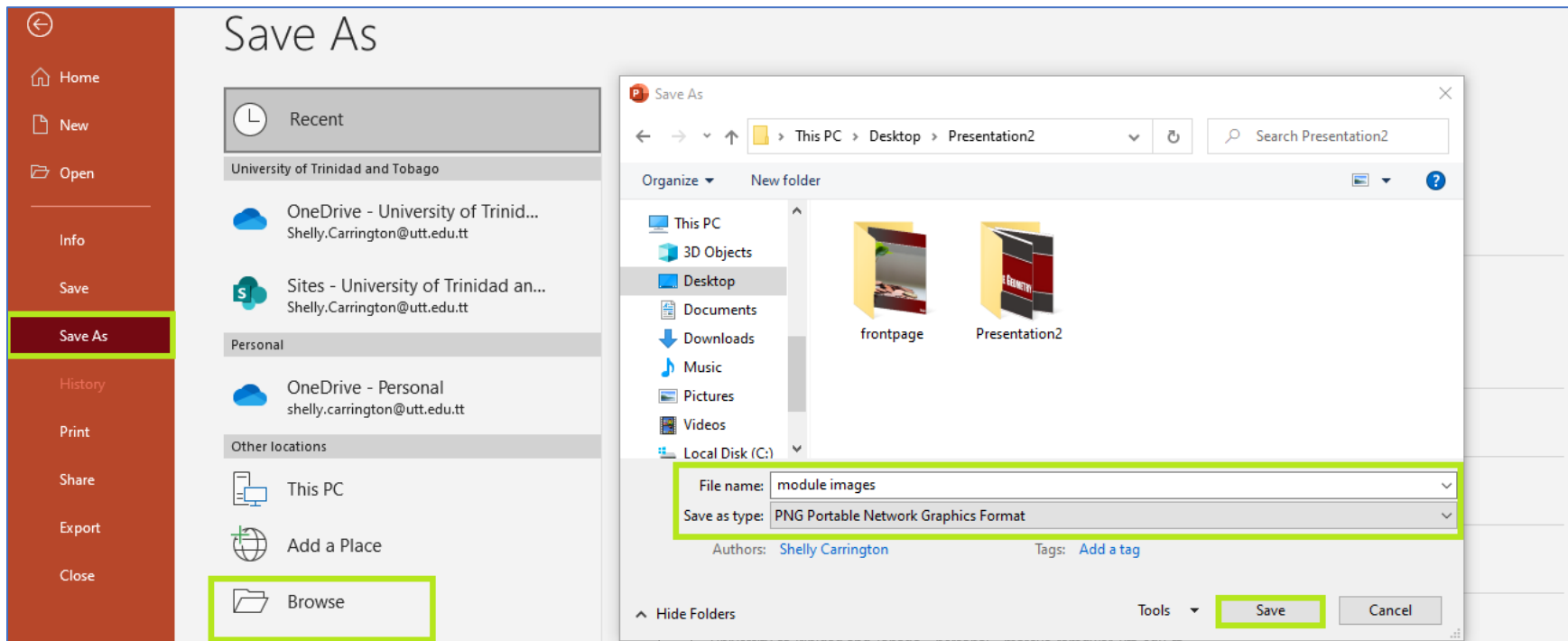
Since the image was already downloaded, select the **From a File** option, then go the **Downloads** folder and **double-click** on the image.



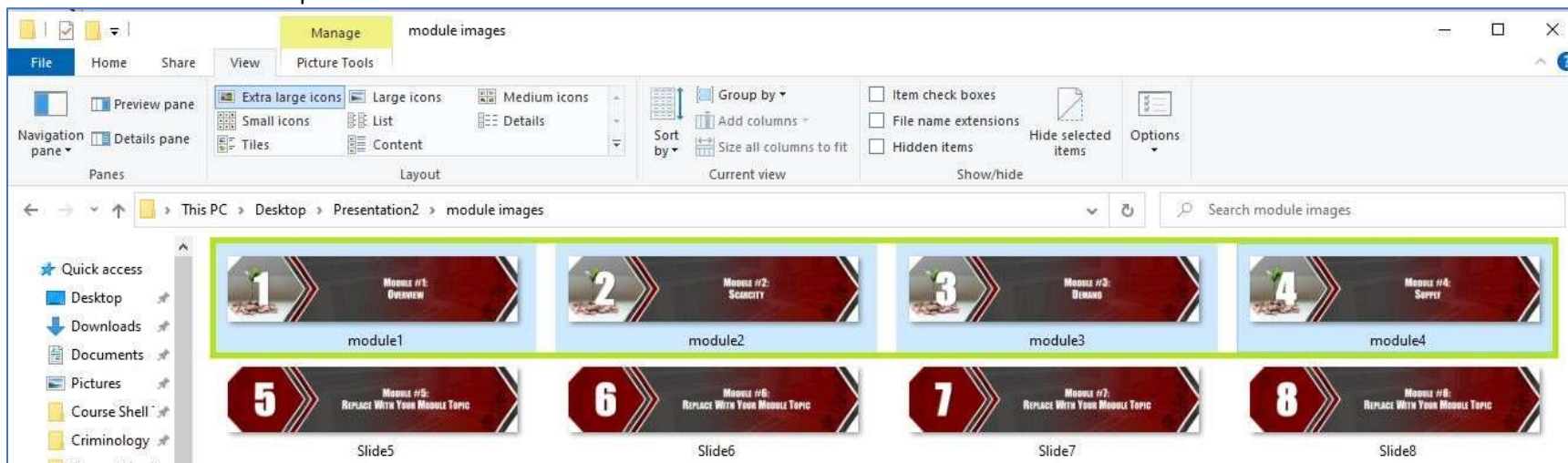
As displayed in the screenshot, the module banner was updated with an image and the module title. As mentioned before the image is optional.



To save the updated module banners, click on **File** in the top-left corner, then click **Save-As** and **Browse** for a suitable folder to save the banners. Name your folder **Module Images** and ensure that it is saved in the **PNG** format. Then click on the **Save** button. When the pop-up box appears select **All Slides**.

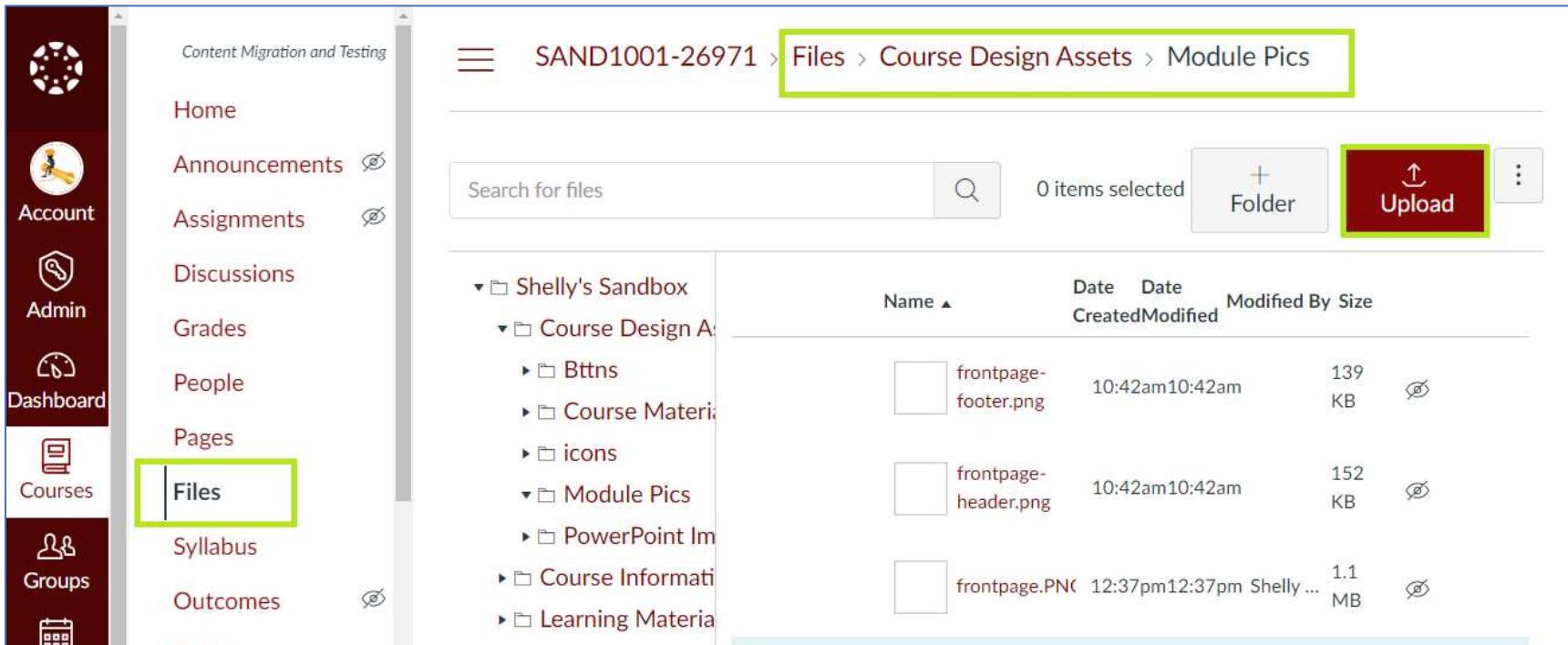


Right-click on the images to rename them. You will rename them as **module1**, **module2**, **module3**, **module4**. Note that the labels are in the lowercase format with no spaces.

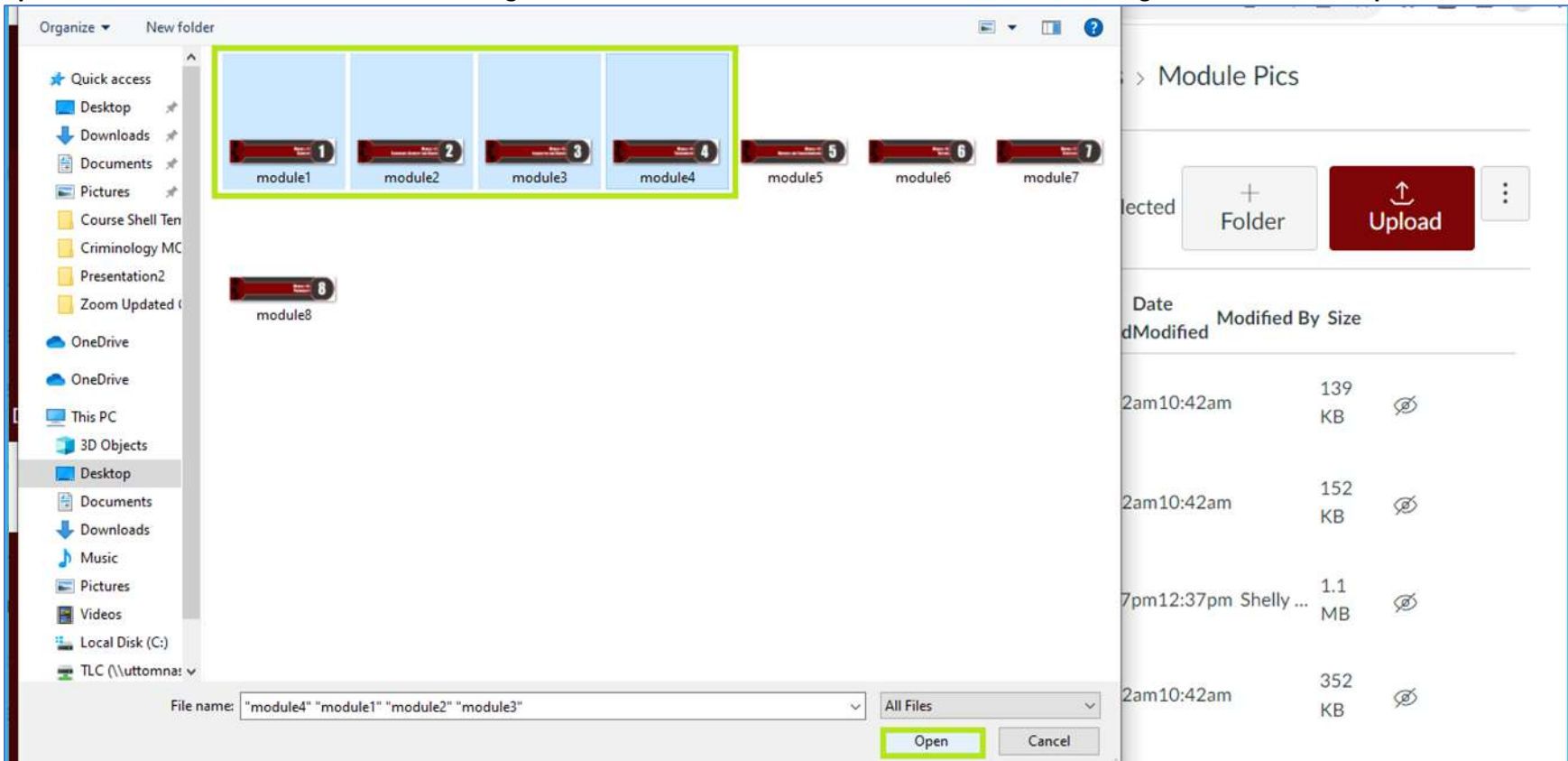


Uploading the Module Images

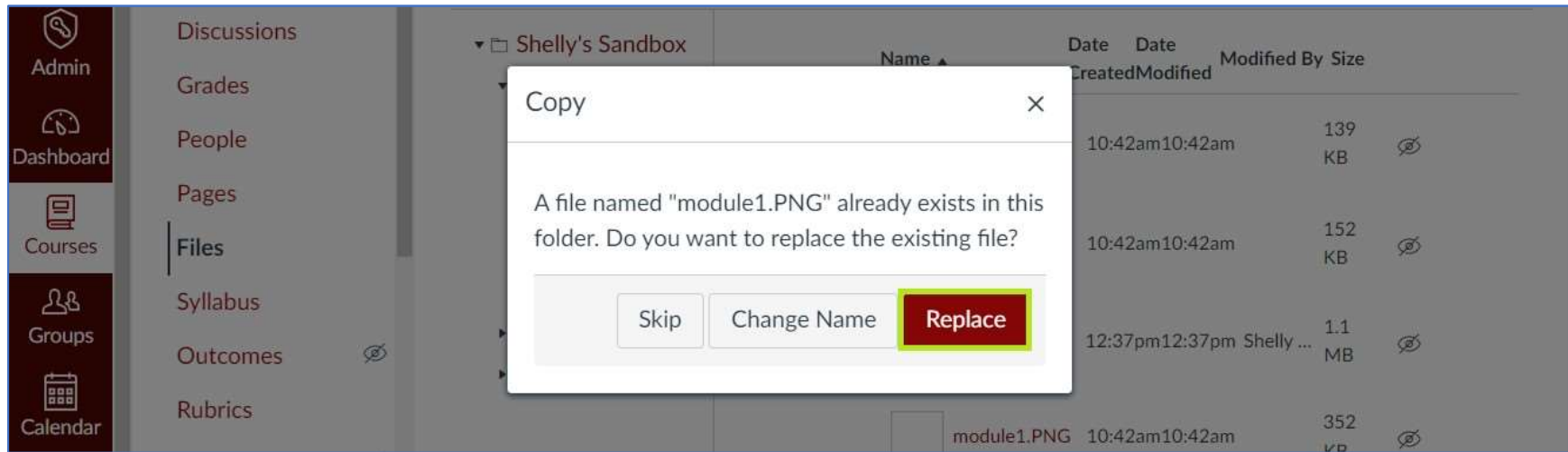
You are now required to upload the edited banner images to replace the placeholder images in the course. Go to **Files**, Select the **Course Design Assets** folder, then click on the **Module Pics** folder. In that section, select the **Upload** button.



Open the folder where the module banner images were saved. Then select the edited module banner images and click on the **Open** button.



A text box will appear with a prompt. To replace the placeholder module banner 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.

The screenshot displays a web interface for course management. On the left is a dark red sidebar with icons and labels for 'Account', 'Admin', 'Dashboard', and 'Courses'. To the right of the sidebar is a white navigation menu with links for 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', and 'Files'. The main content area is titled 'MODULES' and contains the text 'Please left click any of the pictures below to jump to the corresponding module:'. Below this text is a 2x2 grid of four red, arrow-shaped buttons. Each button features a white number (1, 2, 3, or 4) on the left, a small green plant growing from coins, and the module title on the right: 'MODULE #1: OVERVIEW', 'MODULE #2: SCARCITY', 'MODULE #3: DEMAND', and 'MODULE #4: SUPPLY'. The entire grid is enclosed in a thin yellow border.