

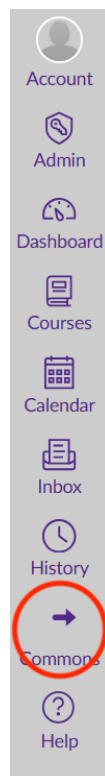
How do I Import the K-State Course Template from the Canvas Commons into my Canvas Course?

The K-State Course Template is developed by instructional designers in K-State's Center for Academic Innovation. It meets all accessibility requirements and reflects current best practices and recommendations for LMS course design and settings.

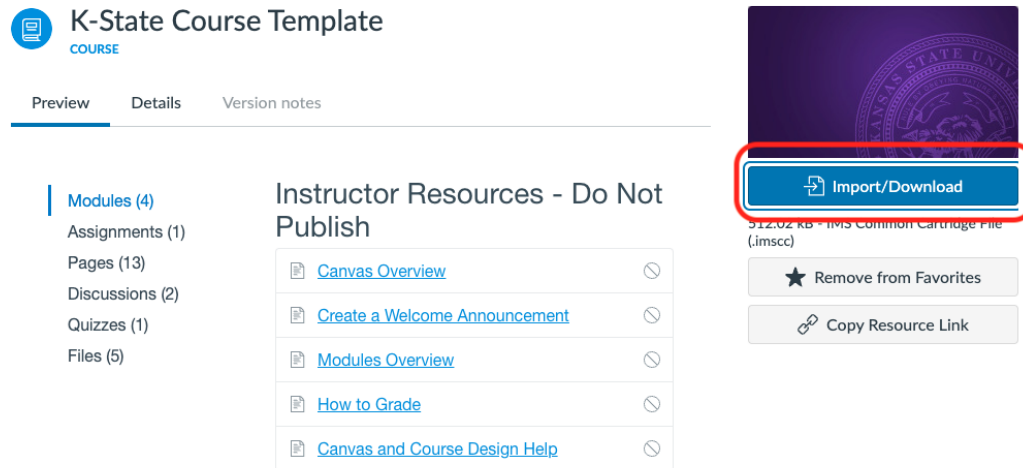
To use the template, you will need to import the template from Canvas Commons into your course. **You should import the template into an empty Canvas course** so all the template settings will be applied. Importing the template will **not** override existing settings or content; importing the template into a course with existing content and settings will require additional steps for proper set up.

Follow the steps below to import the K-State Course Template into your K-State course.

1. Log into Canvas using your KSU eID and Password.
(delete this line)
2. Open Canvas Commons by clicking the link for the [K-State Course Template](#) or by following these steps:
 - a) Click the arrow icon on the Canvas global navigation menu.



- b) In the Commons Search Field, enter “K-State Course Template”. The results will automatically display on the page.
 - c) Click on the title within the icon for K-State Course Template. The course template will open.
(add screenshot?)
3. Click on the blue Import/Download button on the right side of the window.



The Import/Download side panel will appear on the right side of the window.

4. In the Import/Download side panel, select your course by clicking the box next to the course. If necessary, use the search box to find the course into which you want to import the template.
5. Click the blue “Import into Course” button at the bottom of the Import/Download side panel. A green banner will display across the top of the window indicating that you have successfully started the import process.

You have successfully started the import! It may take a little while to see changes in your course.

You have successfully imported the K-State Course Template into your Canvas Course. You can navigate back to your courses and begin customizing the template to meet the needs of your course.

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