How to Import the Canvas Template for Remote Instruction

We have developed a basic 10-week Canvas course template to help you get started transitioning your teaching to Canvas. The template includes instructions to help you build your course and a module specially designed to help orient students to learning remotely. The template includes basic elements that can be easily edited or deleted to suit your vision of your course.

To import the template to any of your courses, follow these directions:

1. Login to Canvas (canvas.uw.edu)
2. Access the Commons from the Global Navigation menu located to the far left of the UW Canvas screen
3. In the search field enter “Canvas Template for Remote Instruction” [A] and press Enter on your keyboard or click on the magnifying glass icon [B] to search. You will see the tile for the template course [C]. Click on the template course title to open it.
4. Once you've opened the template, select the **Import/Download** button to copy content into your course. This action will open your list of available courses. On this page, you can also **Add your Favorites** to bookmark the template for future use.

5. On the list of available courses, select the checkbox for the course [A] where you would like the template copied and then click on the **Import into Course [B]** button.
6. Once the process starts, you will see the message, “You have successfully started the import! It may take a little while to see changes in your course.” The content will appear in your course shortly.