



HOW TO SET UP A NEW COURSE

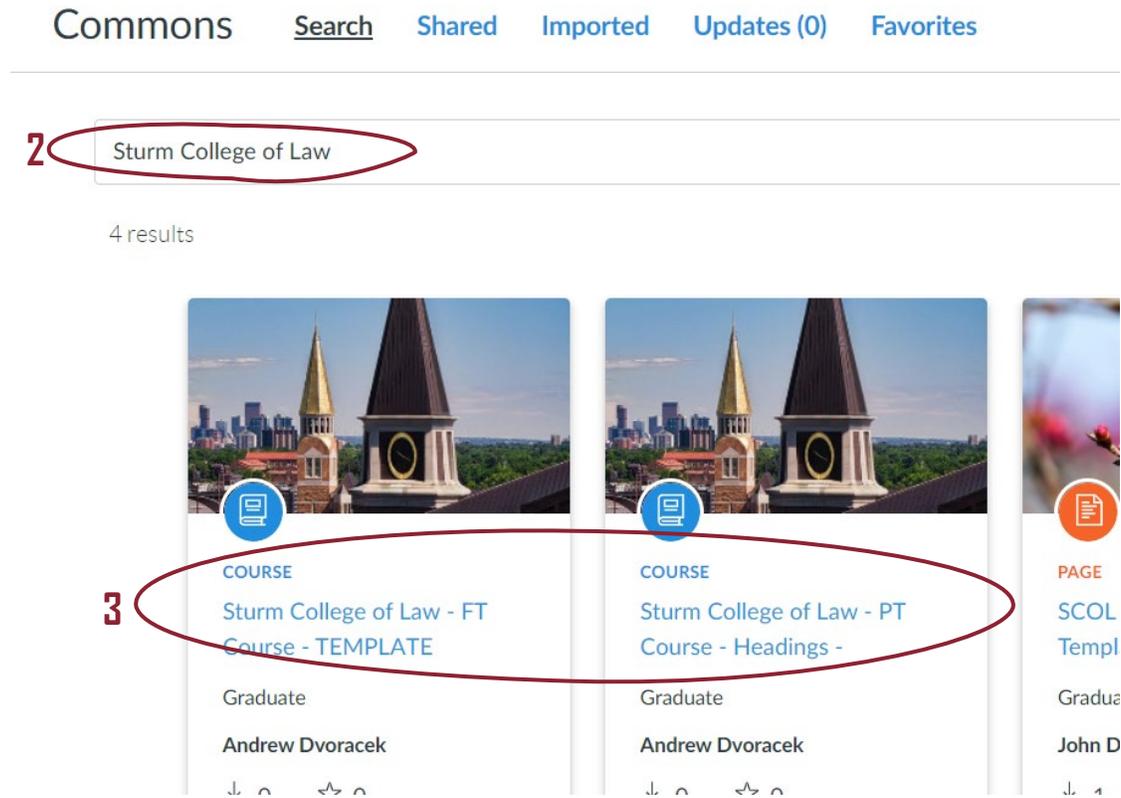
IMPORT APPROPRIATE COURSE TEMPLATE

- 1 Click on the **'Import from Commons'** button on the left-hand side.

The screenshot shows a course management interface. At the top, there is a breadcrumb trail '123456 > Modules' and a 'Student View' toggle. Below this, there are buttons for 'View Progress', 'Export Course Content', and '+ Module'. A central area contains a 'Create a new Module' button with a hexagonal icon. On the right, a 'Course Status' section shows 'Unpublished' and 'Publish' buttons. Below that, a list of actions includes 'Import Existing Content', 'Import from Commons' (circled in red), 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom, a 'Coming Up' section shows 'Nothing for the next week'.

- 2 Type **'Sturm College of Law'** in the search bar, looking for the templates entitled **'Sturm College of Law - FT - TEMPLATE'** and **'Sturm College of Law - PT - TEMPLATE'**.

- **3** Click on the appropriate (full-time or part-time) template by clicking on the title.



- **4** Click on the 'Import/Download' button on the right-hand side.



- **5** Tick the course you are setting up and click on the 'Import into Course' button. The template materials will be automatically imported (though it may take a minute to complete the process).

Import into Canvas

courses

- All
- Dvoracek Sandbox
- Faculty Support Test Course
- LAW Mental Health and Wellness
- Example Course
- Sturm College of Law - FT Course - TEMPLATE
- Sturm College of Law - PT Course - TEMPLATE

5

 Import into Course

 Download

PERSONALIZE COURSE HOMEPAGE

- 6** The template is generic and will need to be personalized. Begin by clicking on the **'Edit'** button in the upper-right corner.

Sturm College of Law - PT Course - TEMPLATE

6

 Edit



{COURSE NAME}

{COURSE NUMBER}

{SEMESTER YEAR}

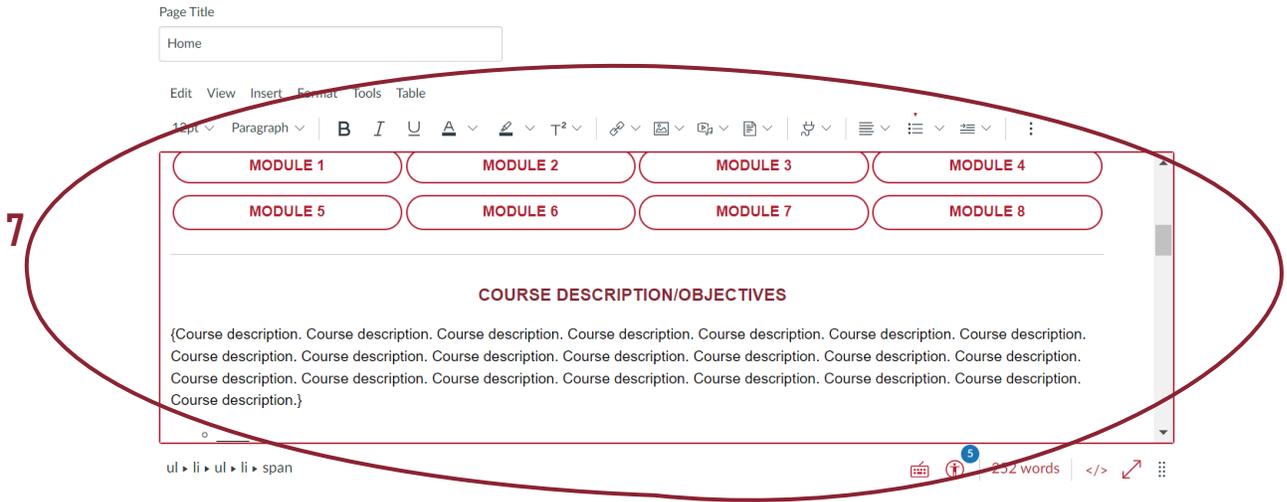
MODULE 1

MODULE 2

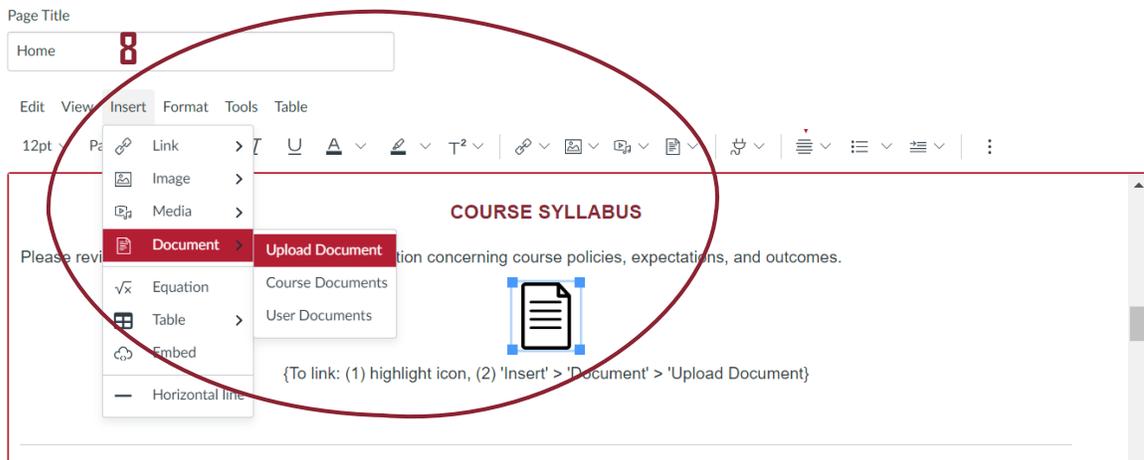
MODULE 3

MODULE 4

- **7** Enter **course details** in the text box (Rich Content Editor). New sections can be freely added, and irrelevant ones deleted.



- **(8** If you wish to insert your syllabus on the homepage, highlight the **Documents** icon, click on the **'Insert'** tab, and choose **'Document'** and **'Upload Document'** options.)



DEVELOP UNIT PAGES

- **9** From the homepage, click on the unit (**'Module'** for PT courses, **'Week'** for FT), which will take you to the appropriate unit page.

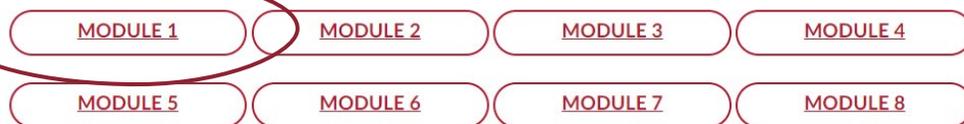


{COURSE NAME}

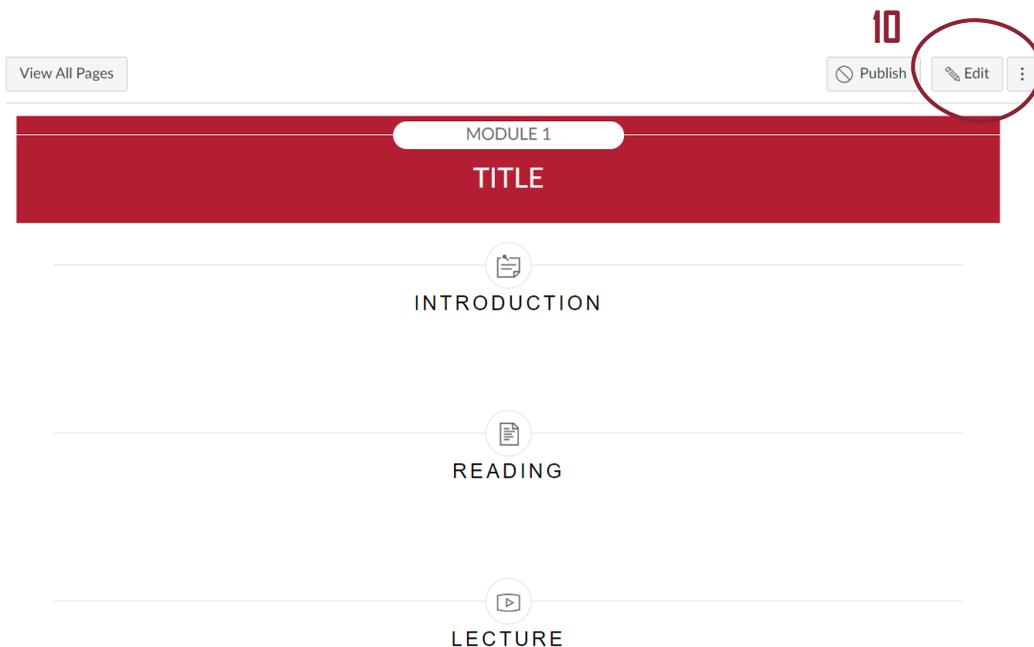
{COURSE NUMBER}

{SEMESTER YEAR}

9



- **10** Begin to develop the unit page by clicking on the **'Edit'** button in the upper-right corner.



- **11** Enter **unit details** in the text box (Rich Content Editor). For uploading assignments, quizzes, files, and discussions, see related 'How To' guides. Irrelevant headings can be deleted.

- **12** Click on the **'Save'** button (or **'Save and Publish'** button if you wish to publish unit immediately).

The screenshot displays a content management system interface. At the top, there is a 'Page Title' field containing 'Module 1'. Below this is a menu bar with options: Edit, View, Insert, Format, Tools, Table. A rich text editor toolbar is visible, showing various formatting options like bold, italic, underline, and text color. The main content area is a large white box with a red border, containing two sections: 'INTRODUCTION' and 'READING', each with a document icon above the text. A large red oval is drawn around the entire content area, with the number '11' to its left. Below the content area, there are 'Options' for 'Users allowed to edit this page' (set to 'Only teachers'), 'Add to student to-do' (unchecked), 'Publish At' (empty), and 'Allow in mastery paths' (unchecked). At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save' button is circled in red, with the number '12' to its left. A checkbox for 'Notify users that this content has changed' is located at the bottom left.