

Course Templates

Creating Course Templates in Canvas

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Agenda

- Course Templates Defined
- Why use a course template?
- Templates vs Blueprints?
- Graduate School Template
- Enabling DesignPLUS in Canvas
- DesignPLUS version 1
- Themes & Content Blocks
- Multi-Tool



Course Template Definition

What is a course template?

- A framework, or outline with consistent course structure and organization within the Canvas Course Shell (Modules and Pages)
- Can also contain consistent structure/organization within Pages, Assignments, and Discussions
- Can also contain consistent program/college information

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Why use Course Templates

Benefits for Faculty

- Accessibility
- Consistent course organization and navigation
- Standardized formatting and course elements
- Streamlines course development process

Benefits for Students

- Accessibility
- Consistent course organization and navigation
- Standardized formatting and course elements
- Cognitive load reduction



Templates vs Blueprint

Template

Module 2

- Module 2: Overview
- Module 2: Learning Context
- APPLICATION
- Module 2: Discussion 2 -- Discussion Title
0 pts
- Module 2: Assignment 2 -- Assignment Title
0 pts
- SUMMARY
- Module 2 Summary

Blueprint

Immersive Reader

Course Status

Unpublished

Import Existing Content

Import from Commons

Choose Home Page

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Graduate School Template

About This Course Module

☰ ▾ About This Course
☰ 📄 Course Welcome
☰ 📄 Meet Your Faculty
☰ 📄 Course Syllabus
☰ 📄 Course Policies
☰ 💬 Module 0: Discussion -- Introduce Yourself 0 pts

Consistent Module Organization

☰ ▾ Module 1
☰ 📄 Module 1: Overview
☰ 📄 Module 1: Learning Context
☰ APPLICATION
☰ 💬 Module 1: Discussion 1 -- Discussion Title 0 pts
☰ 📄 Module 1: Assignment 1 -- Assignment Title 0 pts
☰ SUMMARY
☰ 📄 Module 1 Summary



Enabling DesignPLUS (legacy version) in Canvas

Steps

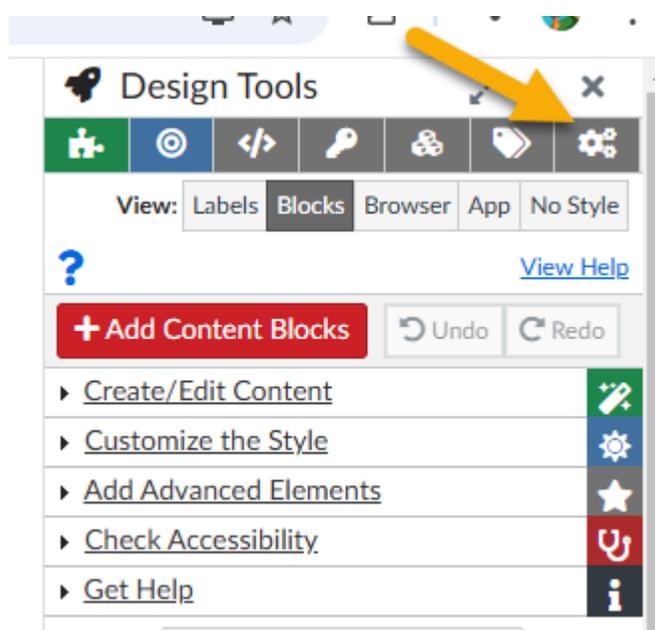
1. Login to one of your courses
2. Go to any Canvas page (just pick one)
3. Click on the Edit button to edit the page
4. Then....

PC or Mac

1. PC: on your keyboard, hold down Alt-Shift-D
2. Mac: on your keyboard, hold down Option-Shift-D

Enabling DesignPLUS in Canvas

DesignPLUS Launch Button

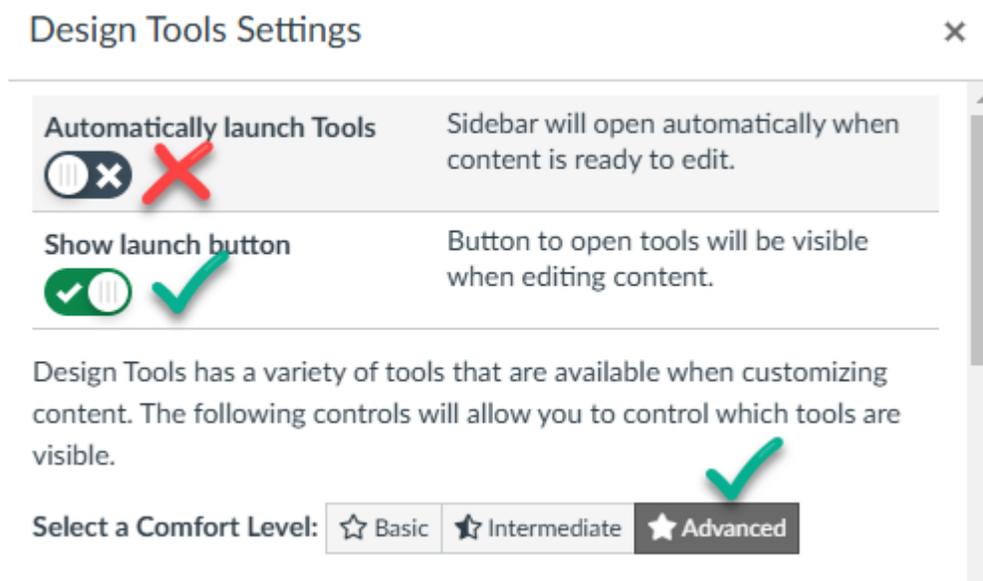


Steps

1. Click on the launch button icon – it's a rocket ship
2. The full launch bar will appear – click on it.
3. The Design Tools app will open. Click on the gear icon to the far right of the menu bar at the top.

Enabling DesignPLUS in Canvas

DesignPLUS Launch Button

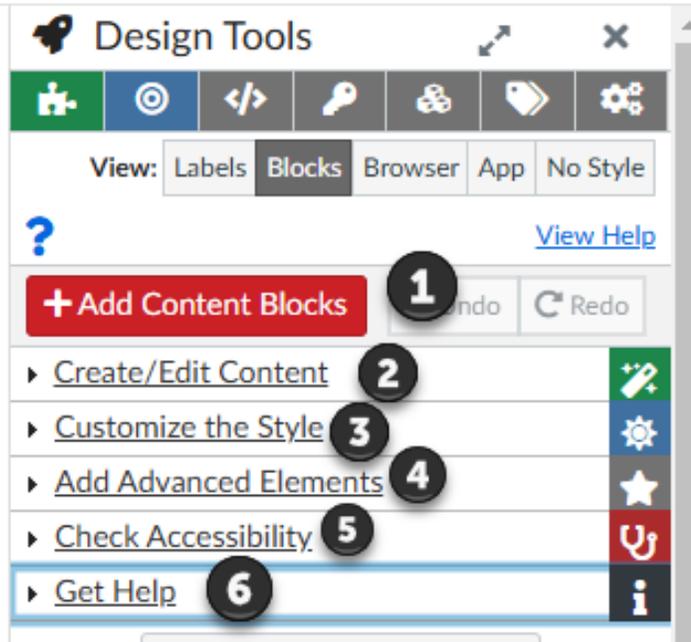


Steps

1. Select/enable “Show launch button”
2. Do not enable “Automatically launch tools” – this will drive you crazy!
3. Next to “Select a Comfort Level” click on “Advanced”.
4. Scroll down under Current Element Style and make sure everything is enabled.
5. Close out the “Design Tools Settings” box.

Design Tools Components

Design Tools Components



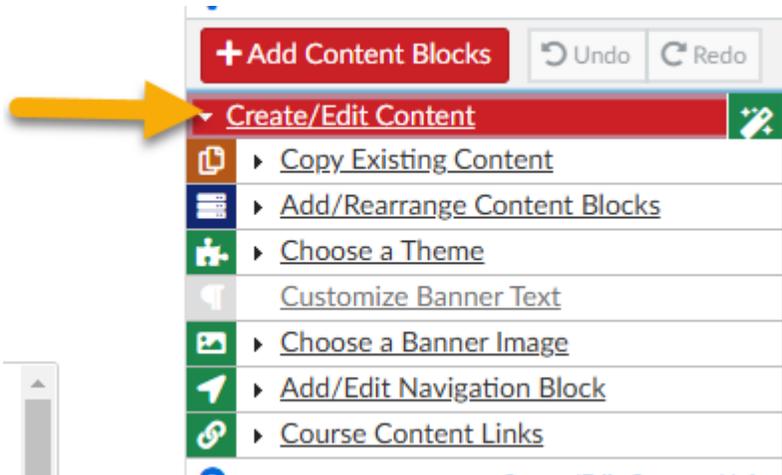
Design Tools Components

1. +Add Content Blocks
2. Create/Edit Content
3. Customize the Styles
4. Add Advanced Elements
5. Check Accessibility
6. Get Help

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Create/Edit Content

Create/Edit Content



Create/Edit Content Options

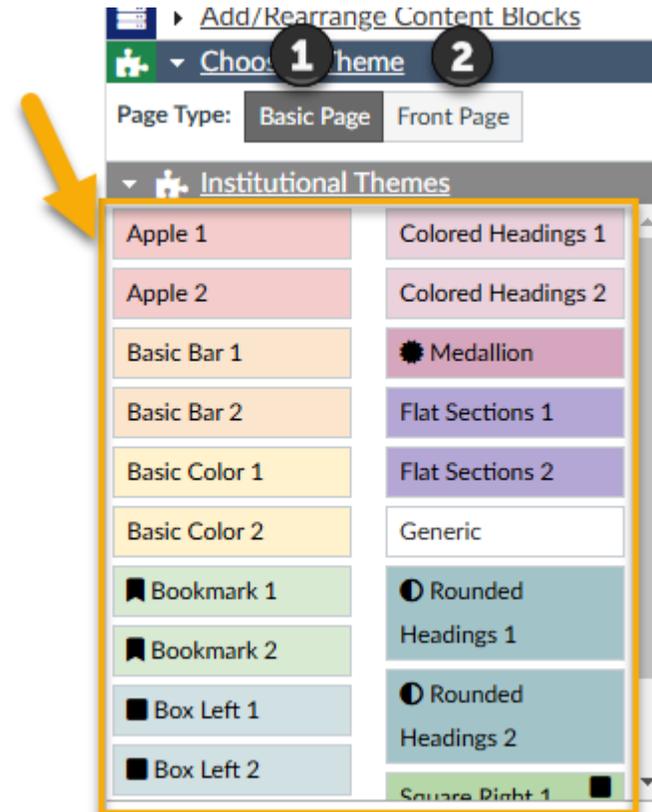
1. Copy Existing Content
2. Add/Rearrange Content Blocks
3. Choose a Theme
4. Customize Banner Text
5. Choose a Banner Image
6. Course Content Links

Create/Edit Content > Choose a Theme

Choose the Theme First

- Before you add content blocks, click on Create/Edit Content.
- Then, click on Choose a Theme and select a theme.
- You can add content blocks after you select the theme.
- There are themes for basic pages and front pages (home pages).

Choose a Theme



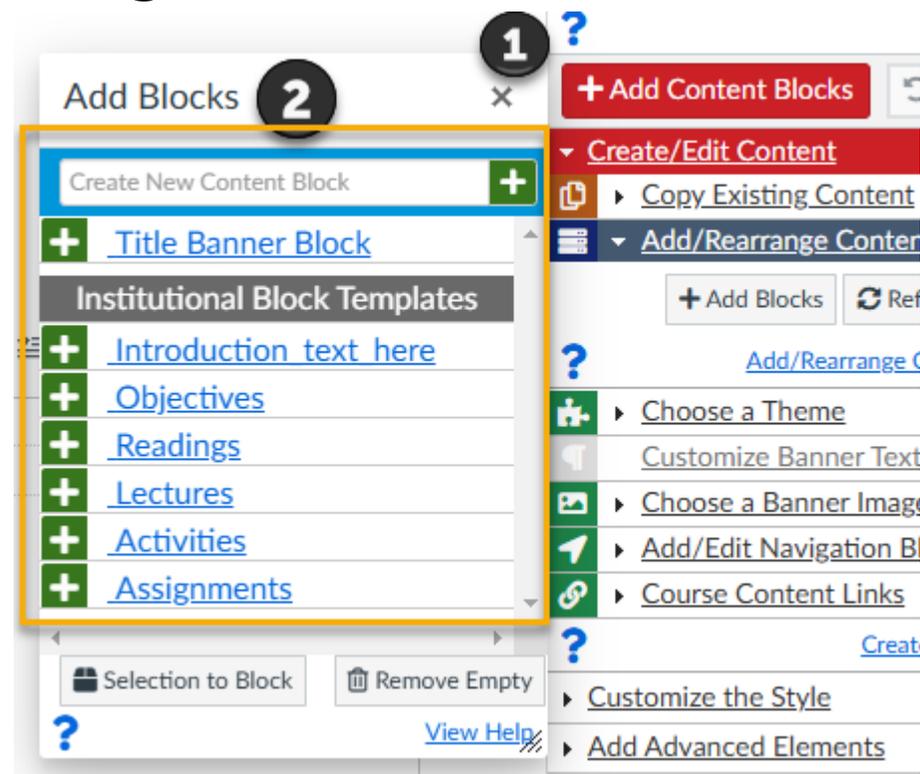
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Add Content Blocks

Add Content Blocks

- Choose content blocks after you select your theme. (You can change your theme at any time.)
- There are several pre-set content blocks, but you can create unique ones.

Adding Content Blocks



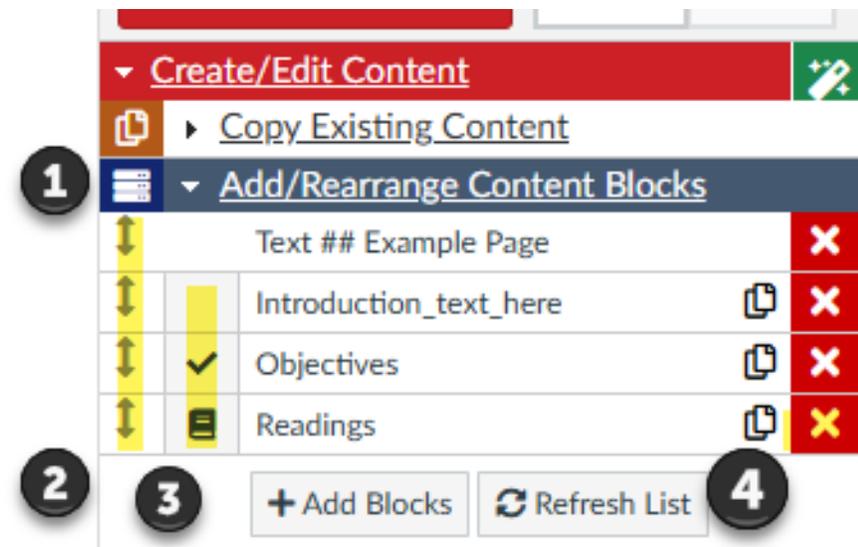
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Create/Edit Content > Add/Rearrange Content Blocks

Add/Rearrange Content Blocks

- After selecting your theme and content blocks, you can rearrange them (drag and drop) or delete them and add/change icons.
- 1 – Add/Rearrange Content Blocks
- 2 – Drag and Drop content blocks in different order
- 3 – Click on the icon or blank square next to the content block title and add an icon or change one
- 4 – Click on the “x” next to a content block title to delete it

Adding/Rearranging Content Blocks

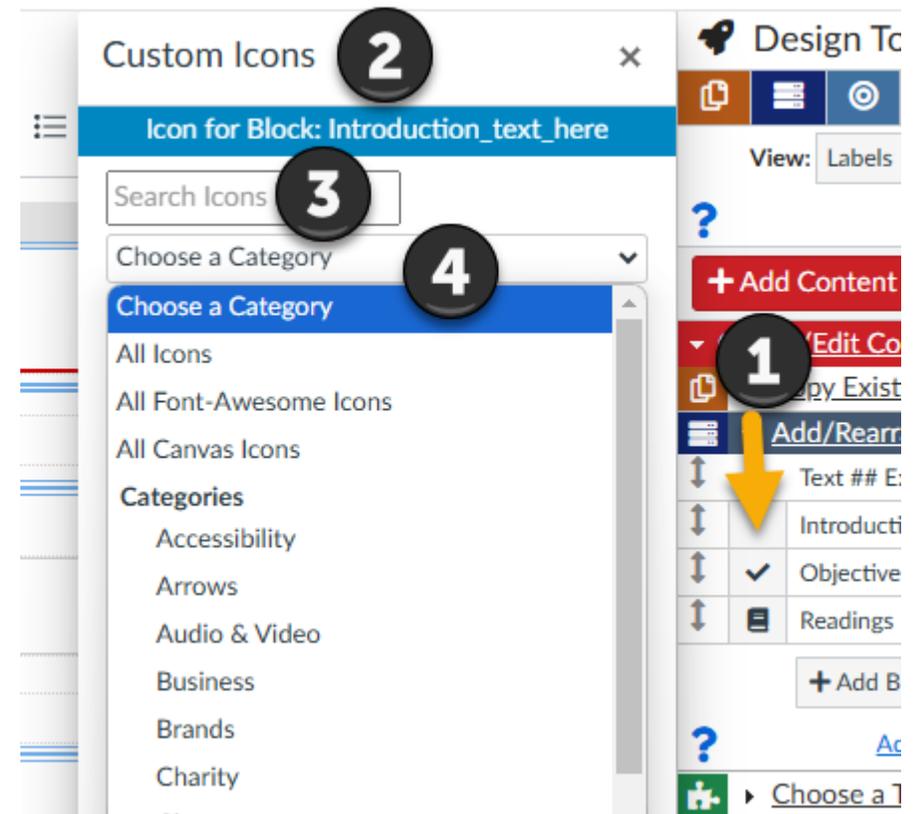


Create/Edit Content > Add/Rearrange Content Blocks > Icons

To add or change icons to a content block

- After you add a content block, click on Create/Edit Content Blocks
- Click on Add/Rearrange Content Blocks
- 1 – Click on the blank box or icon next to the content block title
- 2 – The Custom Icons popup box will appear
- 3 – Search for Icons, OR
- 4 – Choose by category

Adding Icons



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Legacy DesignPLUS User Guide

User Guide

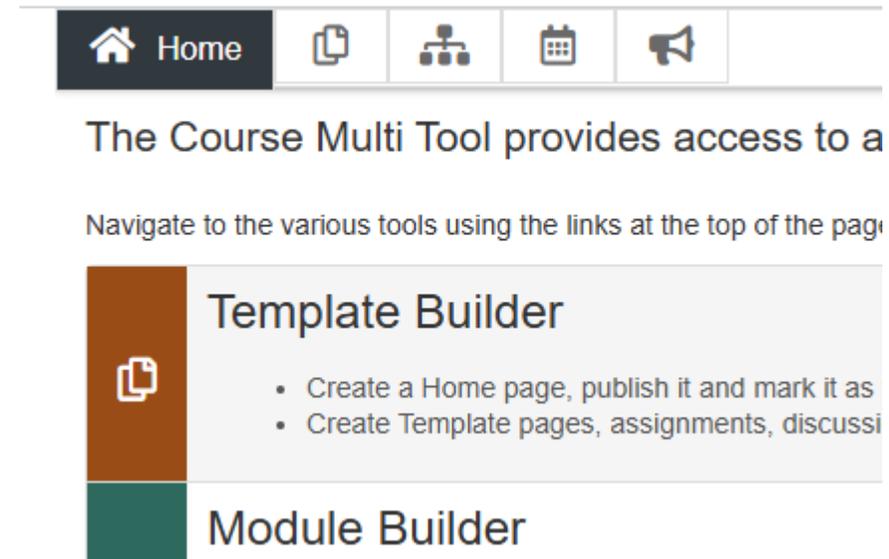
- <https://cidilabs.instructure.com/courses/102/modules>

Multi-Tool

What is Multi-Tool?

- Multi-Tool is another “tool” that is packaged with DesignPLUS.
- Enable it by clicking on Settings > Navigation > Enable Multi-Tool > Save
- The first time you enable it you will be asked to authorize permission.
- We will focus on Template Builder.
- You can use Template Builder and Design Tools in conjunction.

Template Builder



The Course Multi Tool provides access to a variety of tools. Navigate to the various tools using the links at the top of the page.

Home

Template Builder

- Create a Home page, publish it and mark it as
- Create Template pages, assignments, discussi

Module Builder



Multi-Tool

What is Multi-Tool?

- 1 – click on Template Builder
- 2 – you can add templates for Assignments, Discussions, Pages, and Classic Quizzes

Template Builder

The screenshot shows the Canvas Template Builder interface. At the top, there is a navigation bar with a home icon, a 'Template Builder' button (circled with a '1'), a calendar icon, and a notification icon. Below the navigation bar, there is a 'Change Front Page' section with a dropdown menu set to 'BSN Home Page' and an 'Unset Front Page' button. A note below reads: 'Setting the Front Page will make sure the page is published and mark it as the Front Page.' The 'Edit Page Contents' section has a button 'Open Front Page for Editing' with a right arrow. A warning message states: 'Your course is not set to use a content page as the Home Page.' Below this is a button 'Set Home link to show Front Page'. The 'Templates' section contains a text box: 'This tool will create content beginning with "[Template]", however, any content in your course can be used as a template when using the module builder.' A yellow banner below this text says: 'Canvas has not yet provided a way for the Template Builder to create templates for New Quizzes.' The 'New Template' section has four rows: 'Assignment Title', 'Discussion Title', 'Page Title', and 'Classic Quiz Title'. Each row has a text input field and a corresponding '+ Create Template' button. A circled '2' is placed above the input fields, with two yellow arrows pointing from it to the 'Assignment Title' and 'Discussion Title' input fields.

Multi-Tool > Create an Overview Page Template

Create a Template Page

- Click on Template Builder
- 1 – Next to Page Title, type in the name of the template page. In the example, I have typed “Overview.”
- 2 – click on the +Create Template Page button



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Multi-Tool > Create an Overview Page Template

Template Page

- The template page will appear under “Existing Templates.”
- In the example, [Template] Overview page has been created.
- Click on it to open it for editing.
- A blank Canvas page called [Template] Overview will load.
- Now, begin using Design Tools to add your page elements.

Template Page

Existing Templates

Click any content template link below to open that content in a new tab for editing.

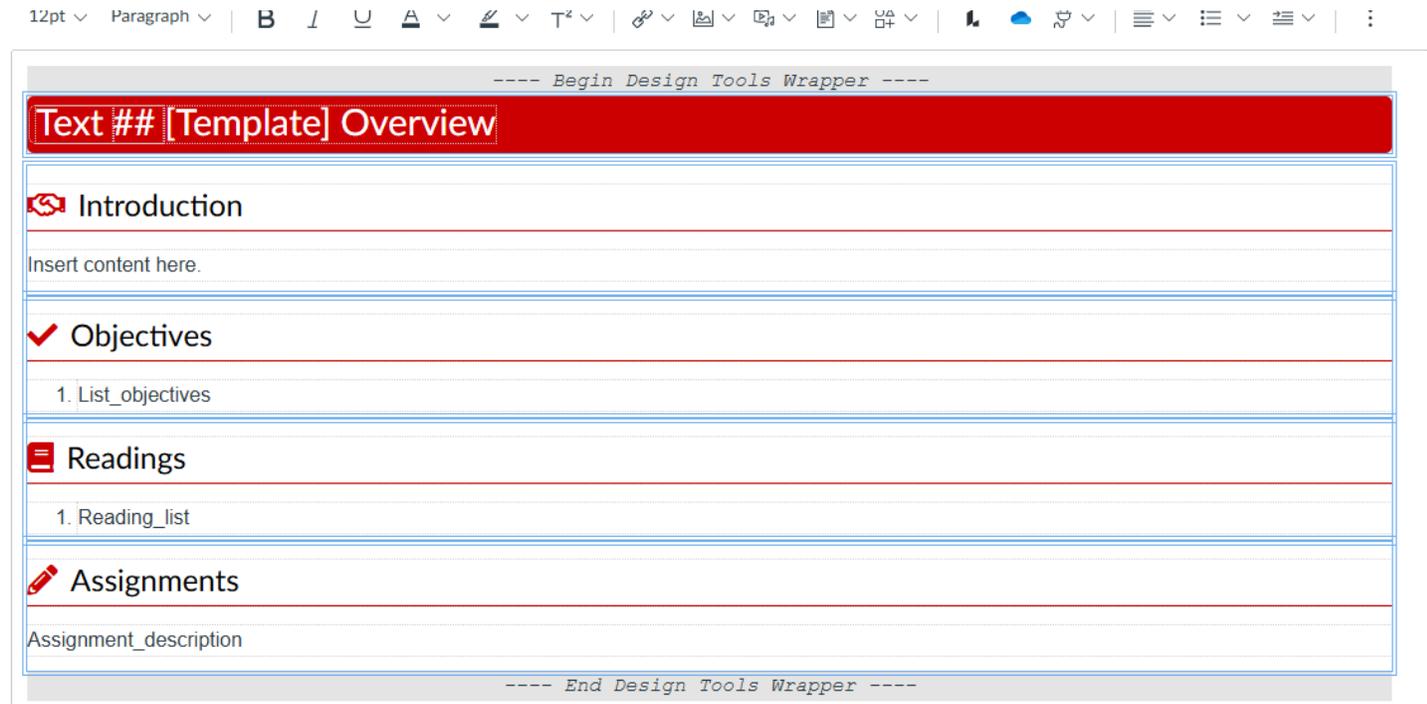
Page	[Template] Overview ↗	
Page	[Template] home page example ↗	
Page	Concept Map Template ↗	

Multi-Tool > Create an Overview Page Template

Now, use Design Tools

1. Click on the Design Tools launch button
2. Click on Create/Edit Content
3. First, select your theme.
4. Second, click on the +Add Content Blocks button.
5. Add your content blocks.
6. In the example, I added the objectives, readings, and assignments content blocks. I created my own introduction block to make the design consistent and add an icon.
7. Remember to save the page.

Overview Template Page Example



The screenshot displays a design tool interface for creating an overview page. At the top, there is a toolbar with various formatting options like font size (12pt), paragraph style, bold, italic, underline, text color, background color, text alignment, and list creation. Below the toolbar, the page content is enclosed in a "Design Tools Wrapper" with "Begin Design Tools Wrapper" and "End Design Tools Wrapper" labels. The page has a red header bar with the text "Text ## [Template] Overview". The main content area is divided into several sections, each with a red border and a red icon: "Introduction" (with a red icon of a hand holding a pencil), "Objectives" (with a red checkmark icon), "Readings" (with a red book icon), and "Assignments" (with a red pencil icon). Each section has a placeholder text: "Insert content here." for Introduction, "1. List_objectives" for Objectives, "1. Reading_list" for Readings, and "Assignment_description" for Assignments.

Add Template to a Canvas Page

Create an Overview Page

- Use the Overview Template page to create an Overview Page for Module 1 in your course.
- Go to the Modules page and create Module 1.
- 1 - Click on Add and choose Page.
- 2 - Select Create Page.
- 3 - Name your page.
- 4 - Click on the Add Item button.
- When you see it in the module, click on it to go to the page and click on the Edit button.

Create Overview Page for Module 1

The screenshot shows the 'Add Item to DesignPLUS' dialog box. At the top, it says 'Add Item to DesignPLUS' with a close button. Below that, there's a dropdown menu set to 'Page' (1) and the text 'to DesignPLUS'. A message says 'Select the page you want to associate with this module, or add a new page by selecting "Create Page".' Below this is a list of page templates, with '[Create Page]' (2) selected. Below the list, there's a 'Page Name' field containing 'Module 1: Overview' (3) and an 'Indentation' dropdown set to 'Don't Indent'. At the bottom right, there are 'Cancel' and 'Add Item' (4) buttons.

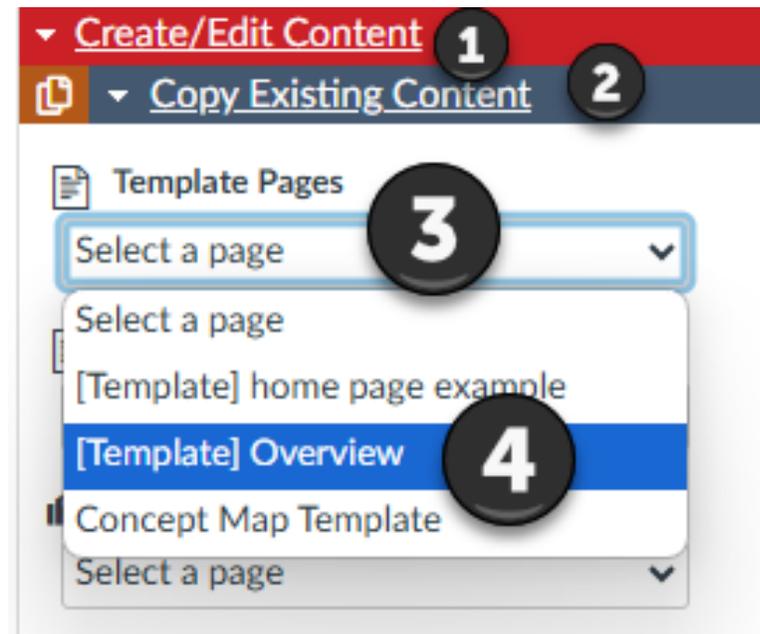
Add Overview Template page to Module 1

Overview page

Add the Template

- Click on the Edit button to edit the page.
- Click on the Design Tools launch button to open it.
- 1 - Click on Create/Edit Content.
- 2 - Click on Copy Existing Content.
- 3 - Under Template Pages, click on Select a page.
- 4 - Select the [Template] Overview page created earlier.
- The template will embed in the Module 1: Overview page.

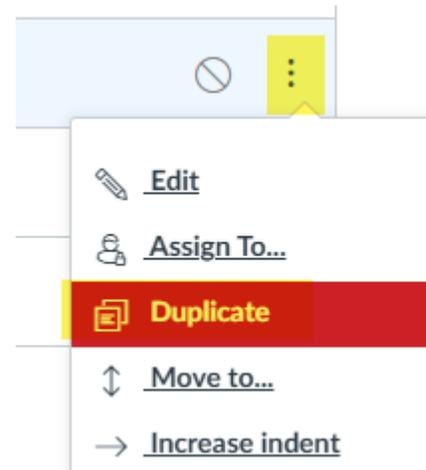
Insert template into the page



Now, you can edit the page by adding Module 1 Overview content

Add Your Content

- Now, you can begin editing the Module 1: Overview page by adding Module 1 Overview information – introduction, module objectives, course readings, and assignments.
- Repeat the process again when you want to create more module overview pages – Module 2: Overview, Module 3: Overview, etc.
- HOWEVER – if you want to quickly create module overview pages for all of your modules BEFORE you add content, navigate to the Modules page and find the Module 1: Overview page. Click on the ellipsis next to it and select “Duplicate.”
- “Duplicate” will allow you to quickly create duplicates of the page so that you can quickly edit each page to add the content for each module.



Thank you for attending!

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Hours: Monday-Friday 8:00 am to 12:00 pm and 1:00 pm to 4:30 pm

