CHADRON STATE COLLEGE

HOW-TO MANUAL

Roll Canvas Course Content as of Summer 2024

Teaching Learning Professional Education Center

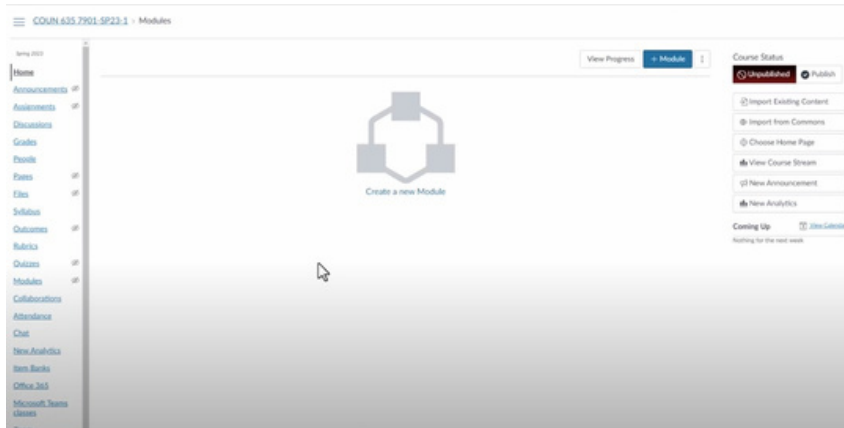# TABLE OF CONTENTS

TABLE OF CONTENTS

THANK YOU FOR USING THIS RESOURCE.

IF THE READER FINDS INFORMATION OUT-OF-DATE, INCOMPLETE, OR HAS QUESTIONS ABOUT THE CONTENT OF THIS MANUAL- PLEASE <u>CONTACT US</u>.
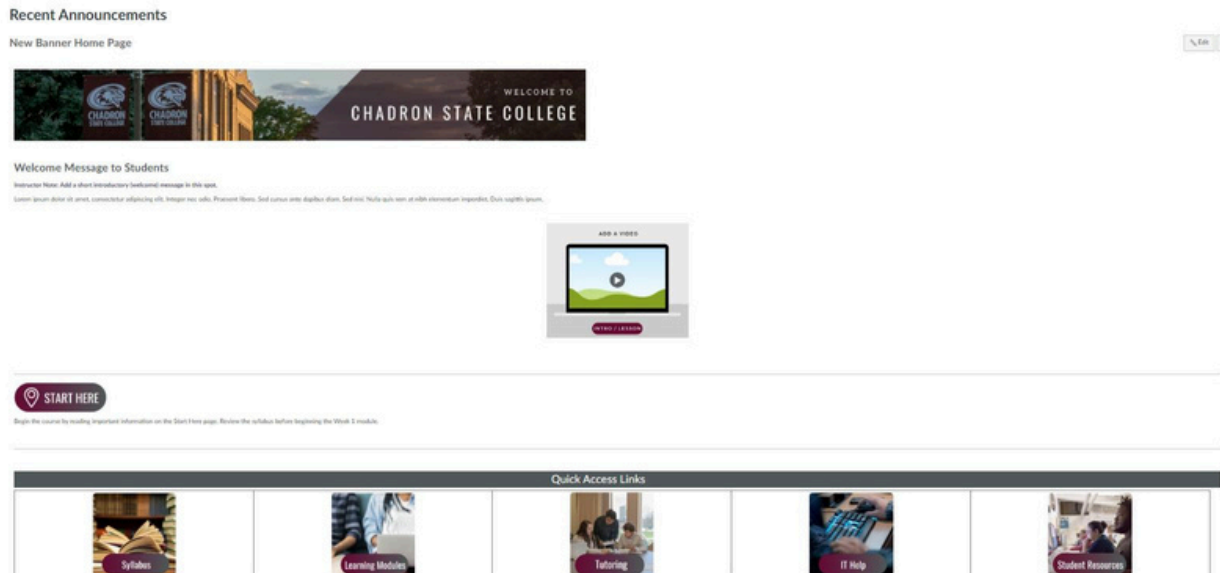
SOAR EAGLES!

Chadron State College's Canvas course shells used to have no preloaded content and looked like this:

Starting Summer 2024, all Canvas course shells come preloaded with the updated CSC Canvas template that looks like this:

It has been discovered that utilizing the "Copy this Course" function in Canvas can cause issues including original content rolled from a previous course shell resurfacing in a current course shell despite the content being updated. The content can also link back to previous course shells where the content originated from. To eliminate this issue, it is advised that when rolling a Canvas course from one term's shell to another that people **_NOT_** use the "Copy this Course" feature. Instead, Export Course Content f**rom the original Canvas course shell** and then Import Course Content to the **new Canvas course shell.** The export/import process breaks the original Canvas course connection linking to the new Canvas course shell.

After the content has been imported into the current shell, there will be some maintenance that needs to occur. As all courses prior to Summer 2024 do not have the updated template, content that's been rolled over will need to be edited on the Home Page, Course Overview, and Student Resources to match the updated template content. For example, a blank Canvas course shell for Summer 2024 starts out like this:

Course content from a previous Canvas class is rolled into a Summer 2024 shell and automatically looks like this (below), as it matches how the course looked in the original (old) shell.

It is valid to question why it matters how the template looks. First, the template was created with input from the Educational Technology Committee that is a subcommittee of Faculty Senate. The template went through several updates and adjustments to reflect brand identity standards for Chadron State College and has modifications that fit Universal Design Learning (UDL) evidence-based practices. Also, the content linked from the Home Page to the various resources (found at the bottom of the page) have been updated to reflect current information and offerings. The old template links to old versions of student resources.

To update the **Home Page** (and other resources after a rollover), the following steps will need to be done: copy text, including welcome messages, course information, etc., from the old Canvas course to the new Home Page and the new "**Start Here: Course Overview**" page.

To begin, go to the left-hand course navigation bar and select Pages and then click "View All Pages."
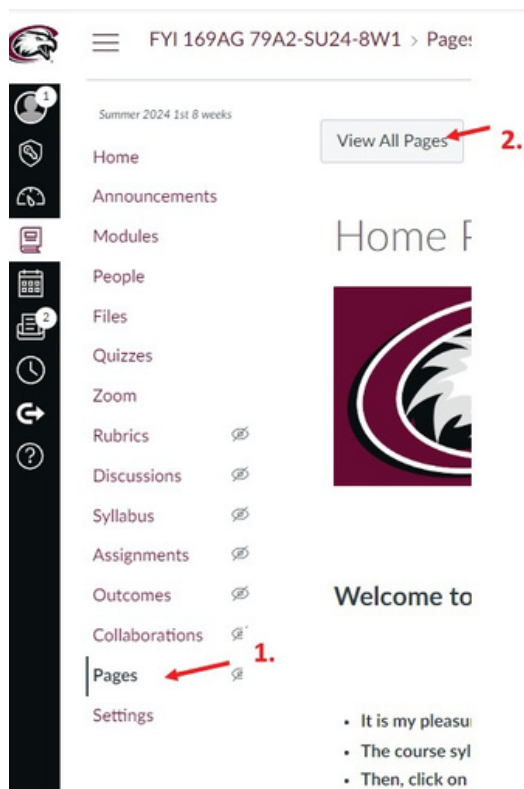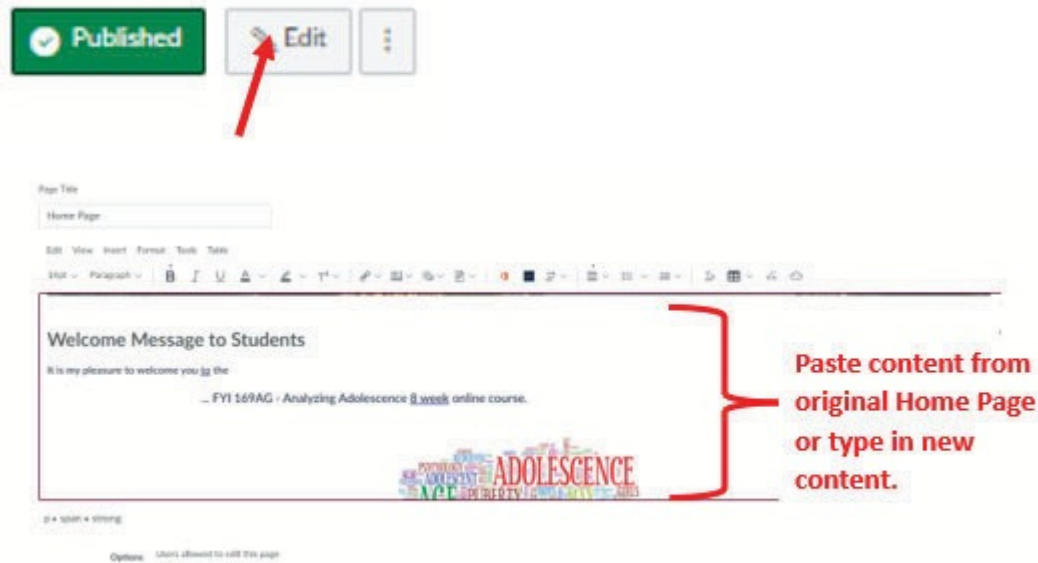

In this view, it shows there are two different Home Pages. The one that is currently live on the Canvas course is listed as the Front-Page listing. Currently, this active Home Page is the old template version that needs to be replaced. Click on the other Home Page to view the new version of the Page.

In this new Home-Page template, click the "Edit" button on the upper right and input the text that previously was copied from the older version of the Home page and paste it into the newer version.

This way the content included on the page is kept but the linked buttons remain updated. Click the "Save" button on the bottom right before moving to the next step.
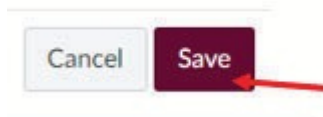
Next, go back to the "View All Pages" section.
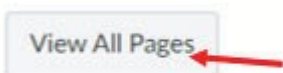
Again, there are two Home Pages. On the new Home-Page row, click on the right side three-dot (hamburger) icon. Select "Use as Front Page".

This will now make the new, updated Home-Page the page that is seen when one first visits the course.

On the new Home-Page, there is an icon to prompt instructors to add a welcome image or video for their class. If this option is not going to be utilized, please delete the image.

After previous Canvas course content has been exported/imported into a new course shell and the Home Page has been updated, the next step is to ensure the updated Pages and Modules are active.

As with the Home Page, certain Pages and Modules from the updated Canvas template will have been overridden by the rolled content. The new Canvas template has updated both the Welcome and Student Resources Modules along with their Pages.

The new template Modules (pre-course roll) look like this:
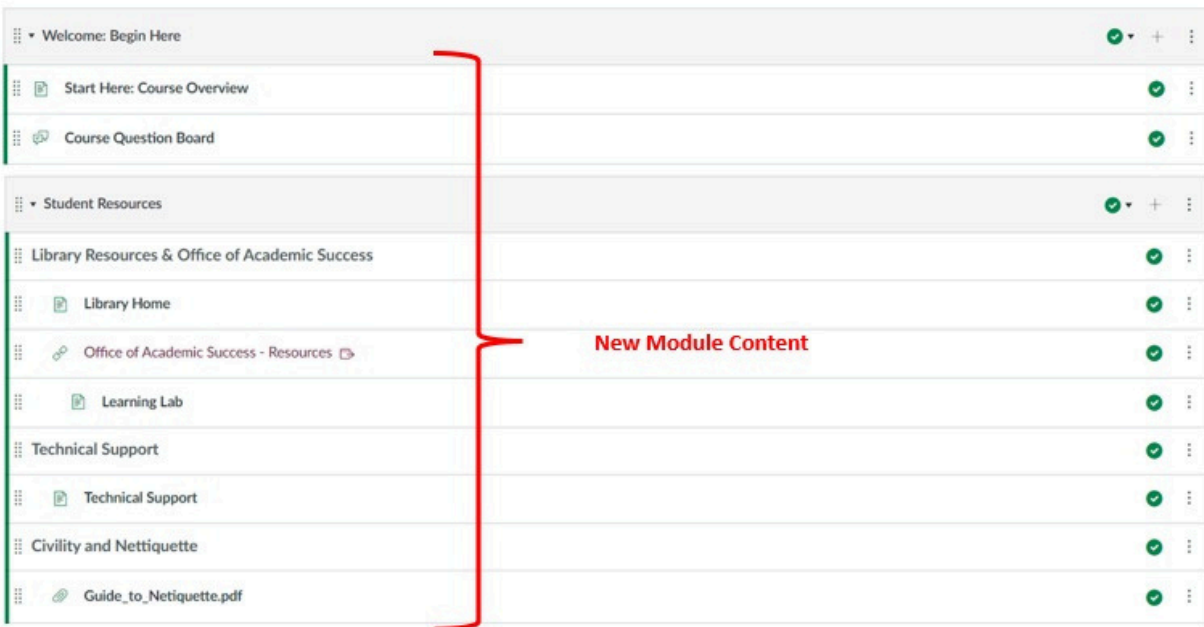
While these updated Modules may appear the same, or similar to the old Modules, there are several key differences. The original Welcome Module includes an "About Your Instructor" Page. The content from this Page has been combined with the current "Start Here: Course O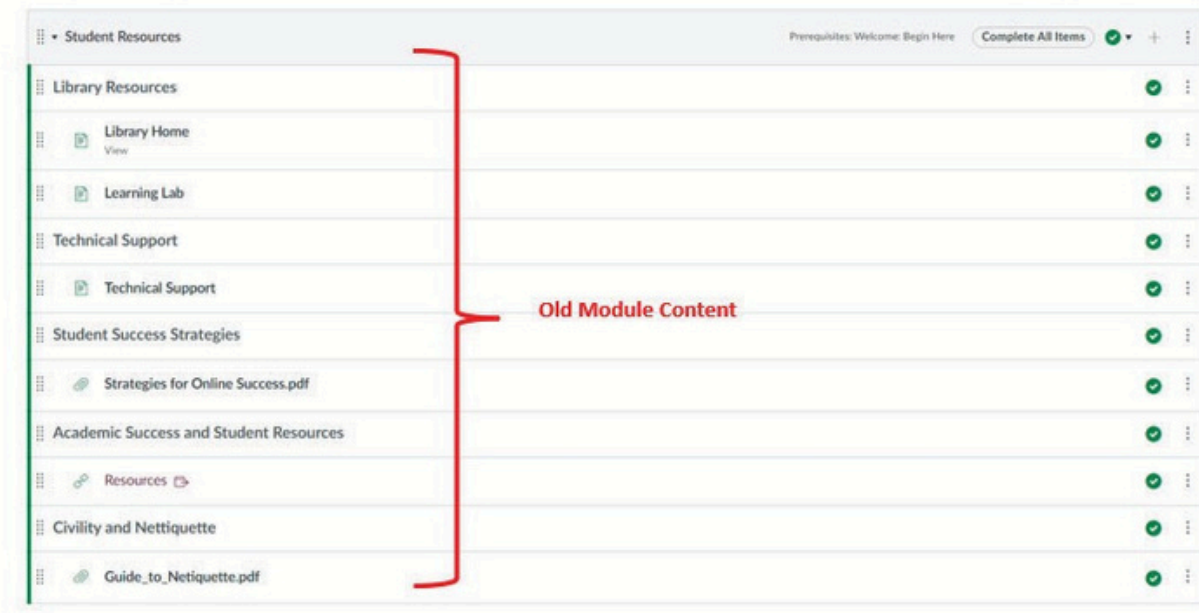verview" Page to make the content more user-friendly and concise. The new Student Resources Module has updated content on each of the pages and has consolidated information to benefit students.

With the new Canvas Course template preloaded, when a previously taught course is rolled into the new course shell, there will be multiple Welcome and Student Resources Modules. See below.
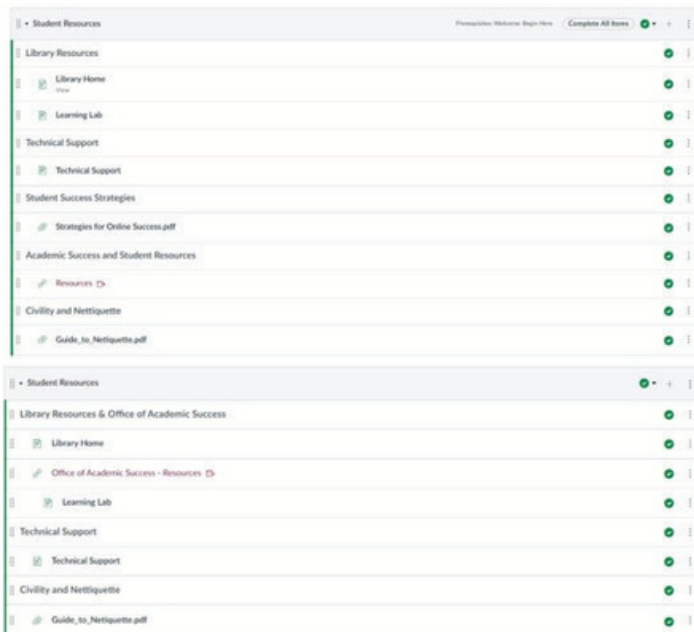
Delete the old Student Resources Module. Do this by clicking on the three dot (hamburger) icon on the right side of the old Module.
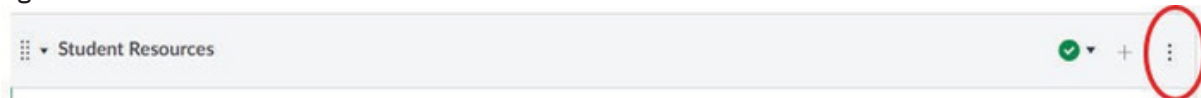
A drop-down screen will appear. Select "Delete".

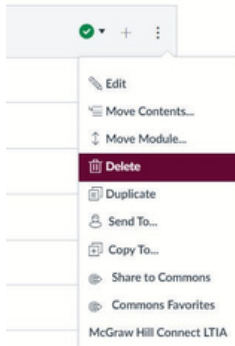The old Student Resources Module will be deleted from the Modules. Keep in mind that just because the Module is gone, the Pages that were in the old Module remain in the course materials. These Pages are still available and can be viewed by clicking Pages on the Course Navigation tools on the left. Once in Pages, click "View All Pages". To delete duplicated or unneeded Pages, view this how-to.

Information from the original "Course Overview" and "About Your Instructor" Pages in the original Welcome Module should be transferred to the "Start Here: Course Overview" page in the new Welcome Module. This will require copying original text from the old pages to the "Start Here: Course Overview Page."

After this process is complete, delete the original Course Overview and About Your Instructor Pages.

Please make sure to check the Home Page Quick Access Links buttons. If the links need updated follow the instructions here.

Final Note: As Pages are being reviewed, make sure none of the links connect to Sakai/CSC Online or are broken/no longer active. Sakai content is no longer available after June 30, 2024.