



HOW-TO MANUAL

Roll Canvas Course Content as of Summer 2024



The screenshot illustrates the transition of a Canvas course page. On the left, the 'OLD WAY' layout shows a standard Canvas course page with a 'Home Page' banner, a 'Welcome to...' message, and a list of course modules. On the right, the 'NEW WAY' layout features a 'New Banner Home Page' with a large image, a 'Welcome Message to Students' section, and a 'START HERE' button. A central graphic with two arrows labeled 'OLD' and 'NEW' and the text 'WAY' indicates the transition. A 'Quick Access Links' section at the bottom right of the new layout includes links for 'Syllabus', 'Learning Modules', and 'Tutoring'.

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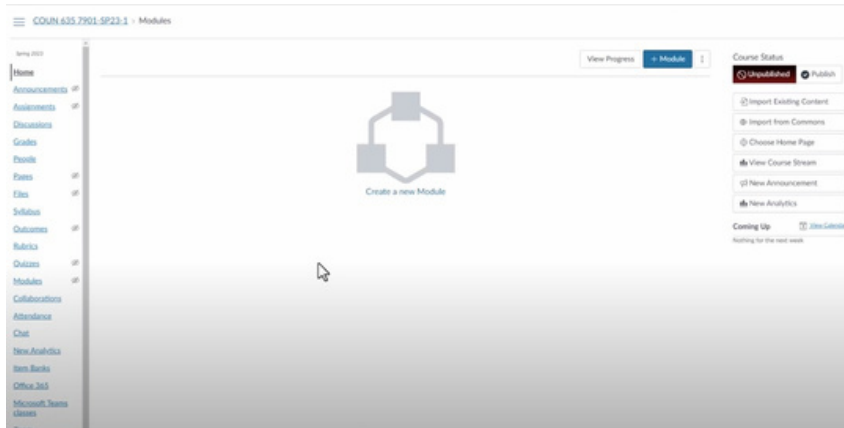
THANK YOU FOR USING THIS RESOURCE.

**IF THE READER FINDS INFORMATION OUT-OF-DATE, INCOMPLETE, OR HAS
QUESTIONS ABOUT THE CONTENT OF THIS MANUAL- PLEASE CONTACT US.**

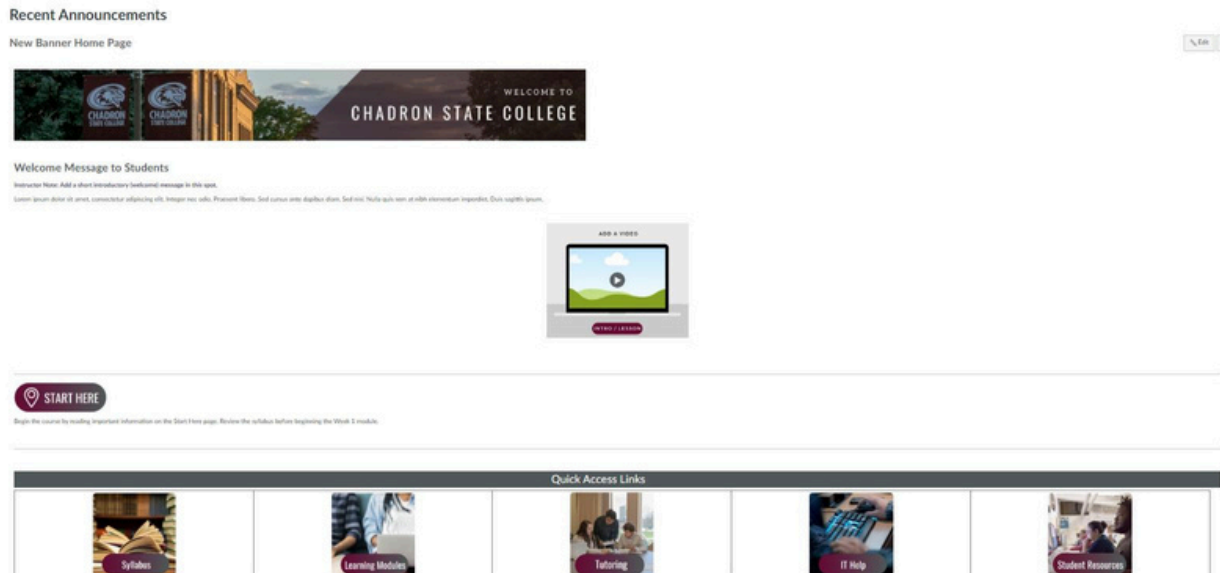
SOAR EAGLES!

How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 1- Export and Import

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](#) **from 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.

How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 2- Editing Rolled Content to New Template and Updating Home Page

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:

Recent Announcements


New Banner Home Page ✖ | 1



Welcome Message to Students

Introduce Your: Add a short introductory (welcome) message to this spot. Learn more about its uses, connector and linking info, image use info, Format & Style, Set course and display them, Set role, Multiple users or roles permission, Import, Click, Upload, Open.

ADD A VIDEO





ADD VIDEO


START HERE


Begin the course by reading important information on the Start Here page. Review the syllabus before beginning the Work 1 module.


Quick Access Links


Syllabus


Learning Modules


Tutoring



IT Help



Student Resources

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.


[View Full Page](#)





Home Page



Welcome to 

- It is my pleasure to welcome you to the **PSY207AG - 79 Adolescing Adolescence II** course.
- The course syllabus will be your guide for the course, please review the content of the Spring 2024 ["course syllabus" page](#).
- Please click on each of the links below to navigate the content of the course.



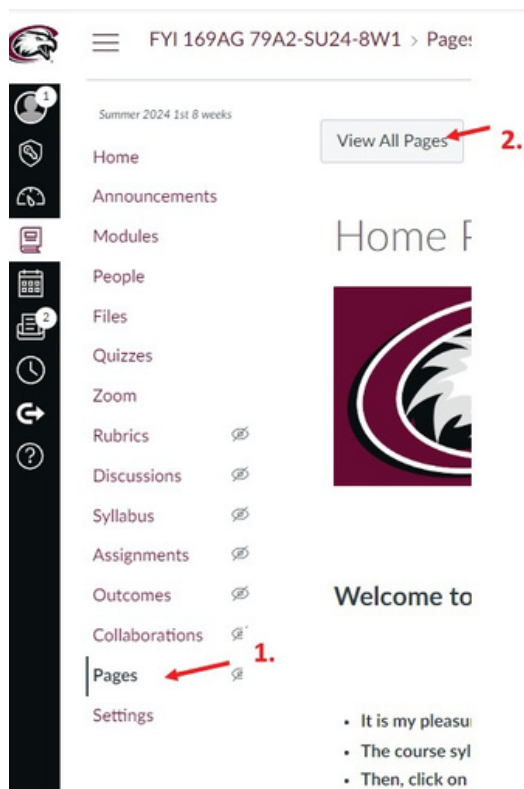
 Course Overview	Course Overview : Here you will find information on how the course is set up, your professor, and expectations for the course.
 Help & Support	Course Overview Page : Utilize this board to ask questions of the professor or your fellow classmates.
 Learning Modules	Learning Modules : Each module can contain files, discussions, assignments, quizzes, and any other learning material that will be necessary to complete the course.
 Class Resources	Student Resources : Here you will find links to all of CSC's resources for student success.

How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 2- Editing Rolled Content to New Template and Updating Home Page

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.”

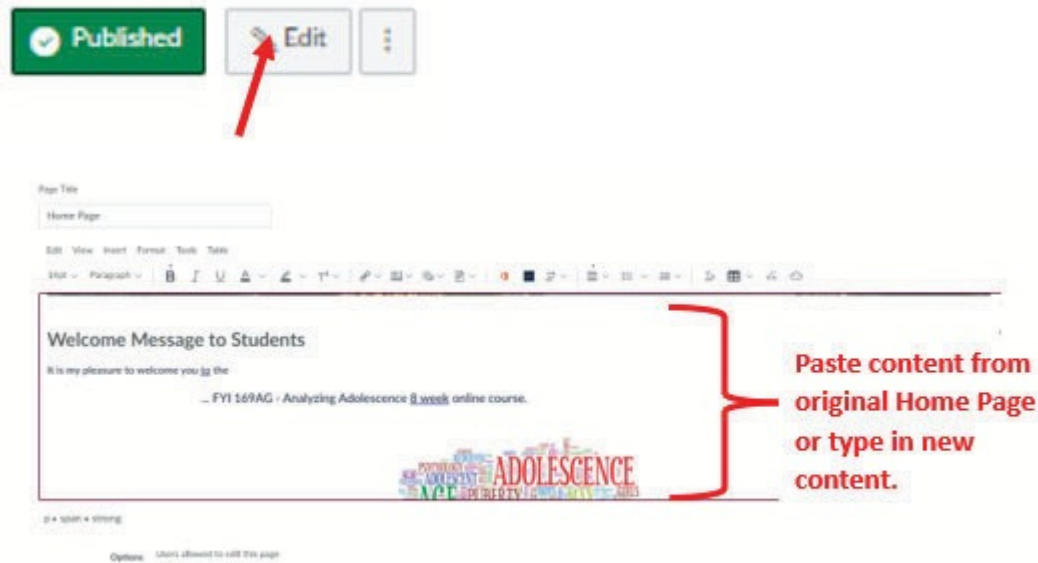


In this view, it shows there are two different Home Pages. The one that is currently live on the Canvas course is listed as the Front-Page listing. Currently, this active Home Page is the old template version that needs to be replaced. Click on the other Home Page to view the new version of the Page.

How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 2- Editing Rolled Content to New Template and updating Home Page

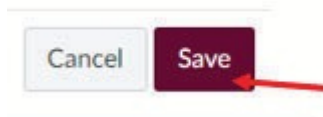
<input type="checkbox"/>	Course Orientation	Mar 28, 2024		✔	⋮
<input type="checkbox"/>	Course Overview	Mar 28, 2024		✔	⋮
<input type="checkbox"/>	Home Page	Feb 29, 2024	Apr 24, 2024 By Heather Crofutt	✔	⋮
<input type="checkbox"/>	Home Page Front Page	Mar 28, 2024	Mar 28, 2024 By Heather Crofutt	✔	⋮
<input type="checkbox"/>	How to Avoid Plagiarism	Mar 28, 2024		✔	⋮
<input type="checkbox"/>	How to protect yourself from AI.	Mar 28, 2024		✔	⋮

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.

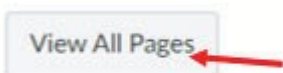


The image shows a sequence of steps for editing a Canvas page. At the top, a green 'Published' button is visible next to an 'Edit' button, with a red arrow pointing to the 'Edit' button. Below this, a screenshot of the page editor is shown. The page title is 'Home Page'. The content area contains a 'Welcome Message to Students' with a paragraph of text and a word cloud graphic. A red bracket on the right side of the content area points to the text, with the instruction: 'Paste content from original Home Page or type in new content.'

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”.

How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 2- Editing Rolled Content to New Template and updating Home 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.

Recent Announcements

New Banner Home Page



Welcome Message to Students

Instructor Note: Add a short introductory (welcome) message in this spot.
Learn more about our content publishing tools: [https://canvas.libraries.org/learn-more-about-our-content-publishing-tools](#)

Either update this content with a photo or video or delete this image.

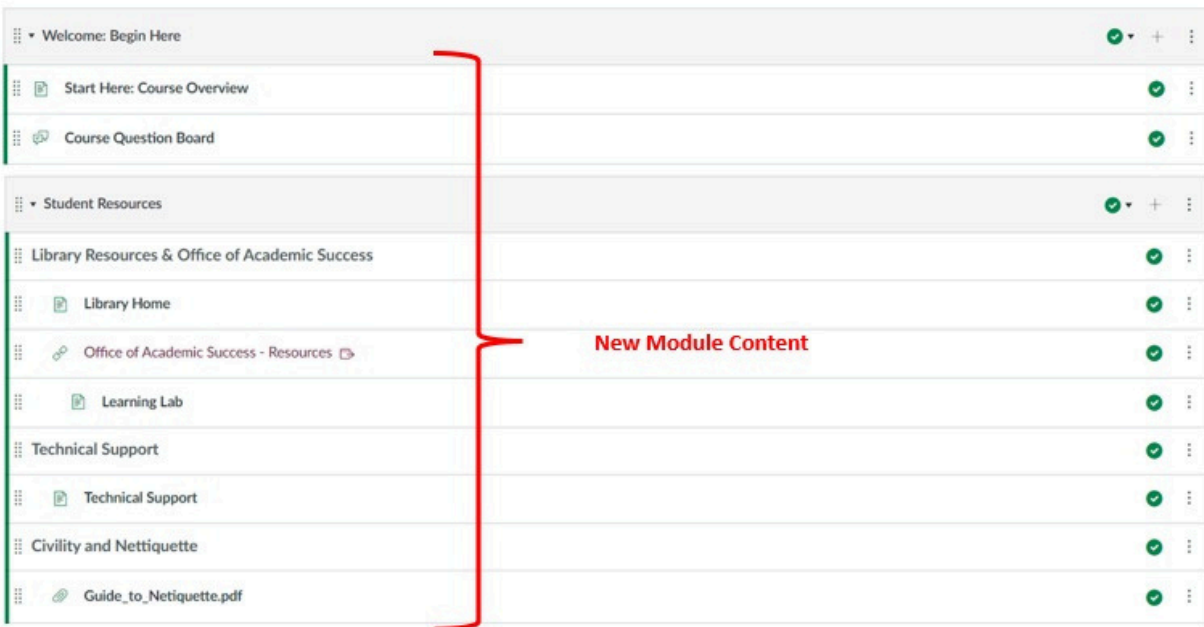


How-to Roll Chadron State College Canvas Course Content as of Summer 2024
Part 3- Reviewing Modules and Pages

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.

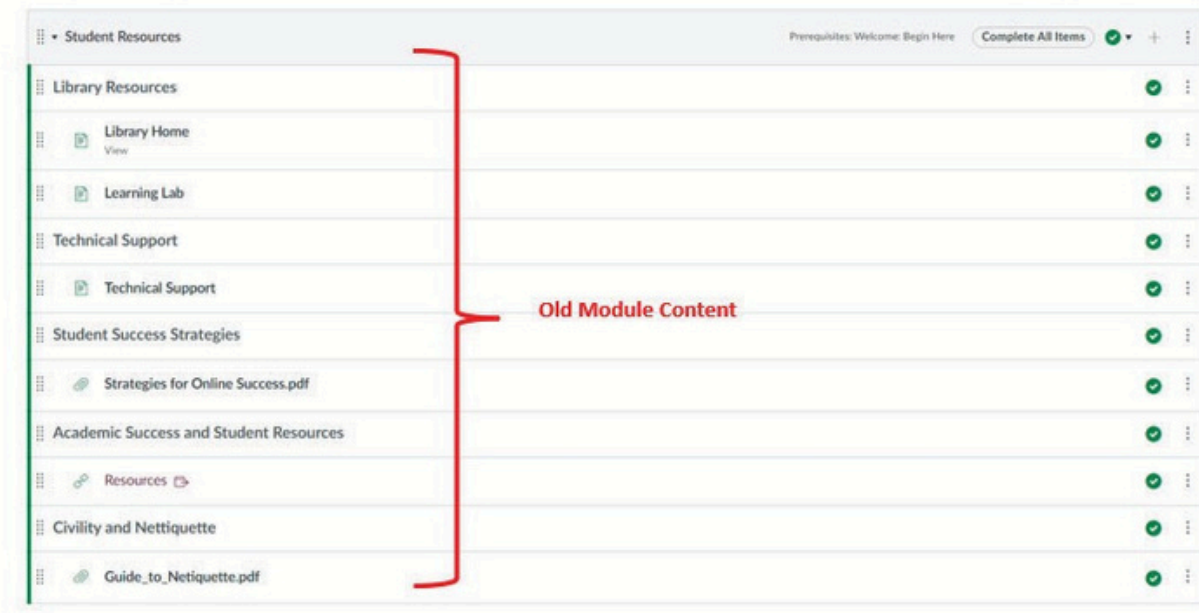
As with the Home Page, certain Pages and Modules from the updated Canvas template will have been overridden by the rolled content. The new Canvas template has updated both the Welcome and Student Resources Modules along with their Pages.

The new template Modules (pre-course roll) look like this:

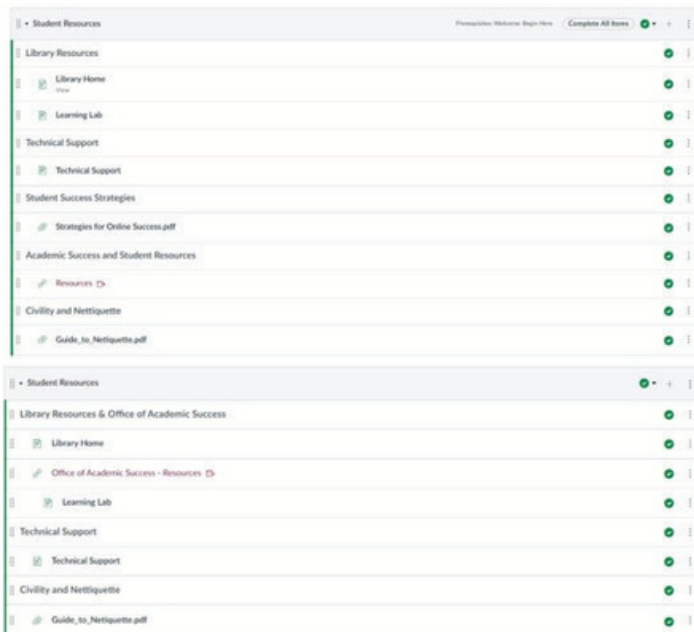


While these updated Modules may appear the same, or similar to the old Modules, there are several key differences. The original Welcome Module includes an "About Your Instructor" Page. The content from this Page has been combined with the current "Start Here: Course Overview" Page to make the content 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.

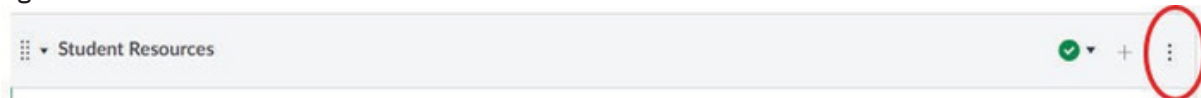
How-to Roll Chadron State College Canvas Course Content as of Summer 2024 Part 3- Reviewing Modules and Pages



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.

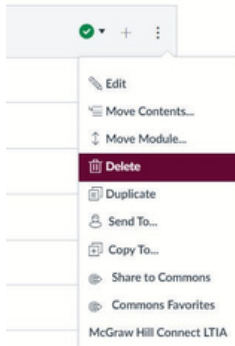


Delete the old Student Resources Module. Do this by clicking on the three dot (hamburger) icon on the right side of the old Module.



A drop-down screen will appear. Select "Delete".

How-to Roll Chadron State College Canvas Course Content as of Summer 2024
Part 3- Reviewing Modules and Pages



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.”

CHADRON STATE COLLEGE

Pre-College Algebra Outline

Please refer to the schedule to stay on track with assignments, quizzes, and tests.

Week	Sections	Assignments	Quizzes & Tests
Week 1	Module 1	Sections 1.1-1.7	Chapter 1 Quiz
Week 2	Module 2	Sections 2.1-2.7	Chapter 2 Quiz & Test
Week 3	Module 3	Sections 3.1-3.7 (3.6 is omitted)	Chapter 3 Quiz

Start Here: Course Overview

About Math 102: Pre-College Algebra

Week	Sections	Assignments
Week 1	Module 1	Sections 1.1-1.7
Week 2	Module 2	Sections 2.1-2.7

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.