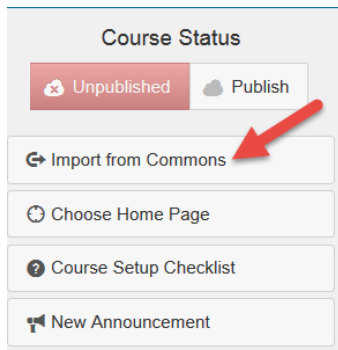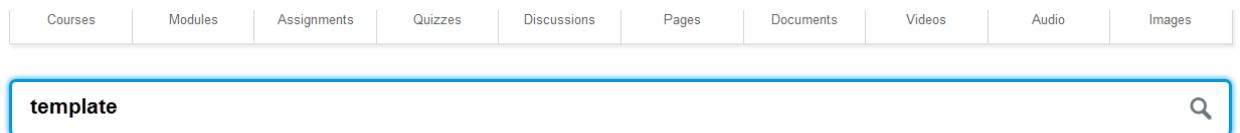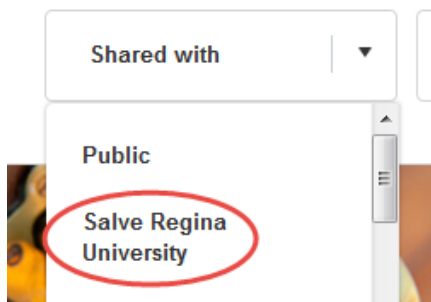# Importing the Basic Template from Canvas Commons

1. Open the course into which you want to add the template.
2. Click on **Import from Commons** on the right side of the screen
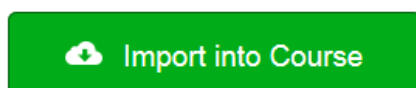

3. If you have not used Commons before, you will need to **accept the Terms of Use**.
4. **Type:** *Template* in the search field

5. **Choose** *Salve Regina University* from the *Shared With* dropdown menu
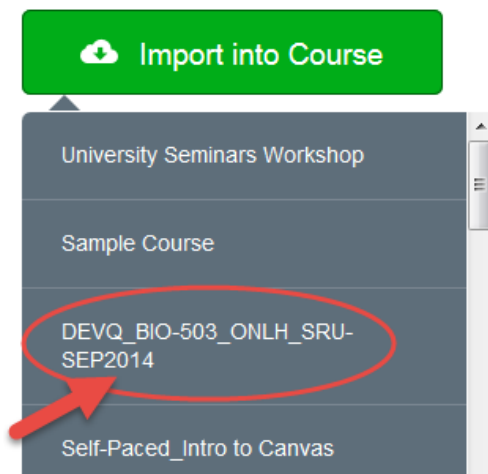

6. **Select** *Course Template*
7. On the next screen, **c lick** *Import into Course*

Importing the Basic Template from Canvas Commons

WARNING: The next step immediately starts the import and cannot be undone. Double-check course number and <u>semester</u> before clicking.

8. **Scroll to** the course in the dropdown list and **select by Clicking** on it.

9. **Navigate to your course** by selecting it from the *Courses and Groups* menu
10. Inside your course you will find information and examples on how to use the new template.

   Please read *How to use this template* <u>before</u> adding content to your course shell.