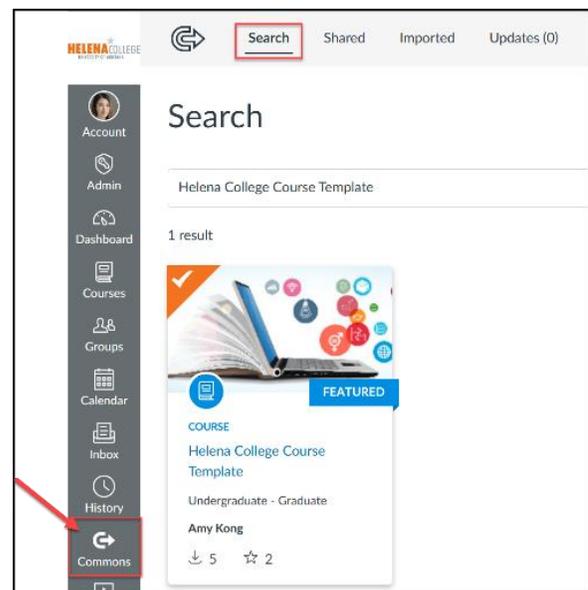


## Canvas Course Template: Faculty Quick Guide

Starting Fall 2025 semester, the course template will no longer be automatically added to your Canvas courses. This guide explains three ways you can access and use the Helena College Course Template on your own.

### Option 1: Full Import via Canvas Commons

Recommended for importing the entire template.



#### Steps:

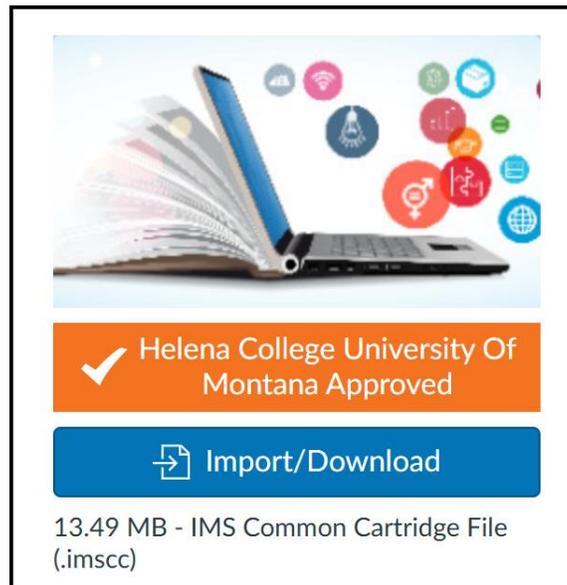
1. In Canvas, click **Commons** from the left global navigation menu.
2. In the search bar, type:  
Helena College Course Template
3. Look for the course card with the author listed as **Amy Kong**.
4. Click the course card to open it.
5. Click the **Import/Download** button.
6. Select the course(s) you want to import the template into.
7. Click **Import into Course**.

#### Direct Link to Template:

<https://lor.instructure.com/resources/1b9f1505191543bfa205190d05400ea8?shared>

## Option 2: Upload a Downloaded Template File (.imsc)

Gives you more control over when and how you apply the content.



### Steps:

1. From the Commons template page, click the **Download** button to save the .imsc file.
2. Go to the Canvas course where you want to use the template.
3. Click **Settings** in the course navigation.
4. Click **Import Course Content** (right-hand sidebar).
5. Under **Content Type**, select **Canvas Course Export Package**.
6. Upload the downloaded .imsc file.
7. Choose either **All Content** or **Select Specific Content**.
8. Click **Import**.
9. If selecting specific content, click **Select Content** after the import begins and choose your desired items.

## Option 3: Import Only Selected Items from the Template

Best option for pulling just a few pieces like a quiz or module.

### Steps:

1. Follow steps 1–5 from Option 2 above.
2. Select **Select Specific Content** under Content.
3. After clicking **Import**, click **Select Content** when the button appears.
4. Expand the categories (e.g., Modules, Assignments, Pages).
5. Check only the items you want to bring in (e.g., “Getting to Know Survey (Graded)”).
6. Click **Select Content** to finish.

## Need More Help?

**Helena College Canvas Support Page:**

<https://helenacollege.edu/online/canvas.aspx>

**Canvas Commons Import Instructions:**

<https://community.canvaslms.com/t5/Canvas-Commons/How-do-I-import-and-view-a-Commons-resource-in-Canvas/ta-p/1808>

**Helena College eLearning Team:**

[elearning@helenacollege.edu](mailto:elearning@helenacollege.edu)

**Canvas 24/7 Help:**

Click the **Help** button in the Canvas global navigation menu to chat or call live support.