


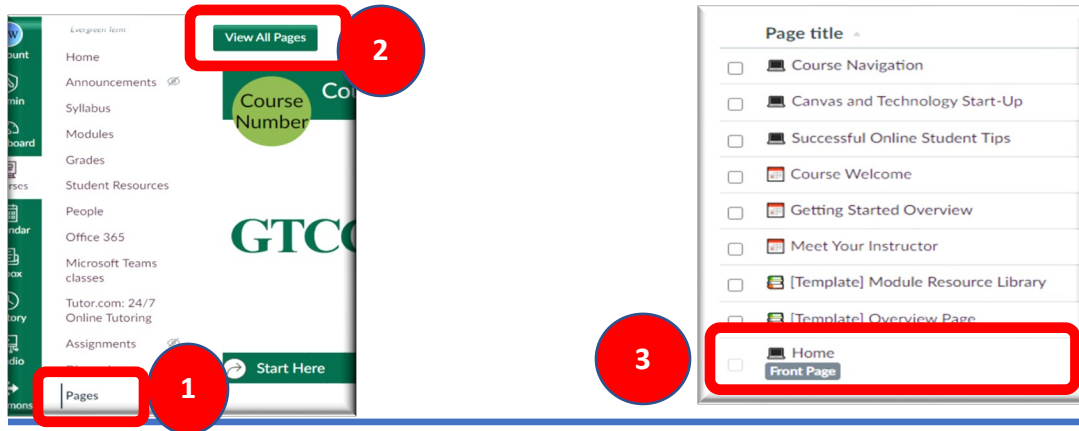
## How to Edit your Template Canvas Pages

Please use the newly designed Home Page, Learner Support Module and Getting Started Module.

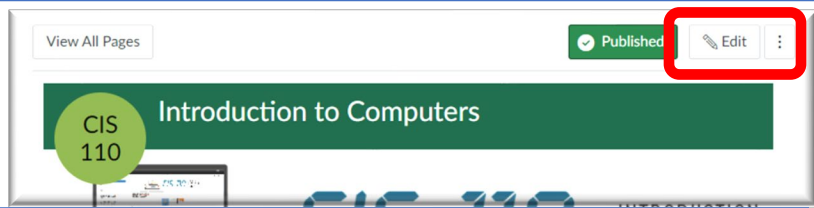
### Edit the Home (Front Page)

This Front Page is the first page Students see when they enter your course.

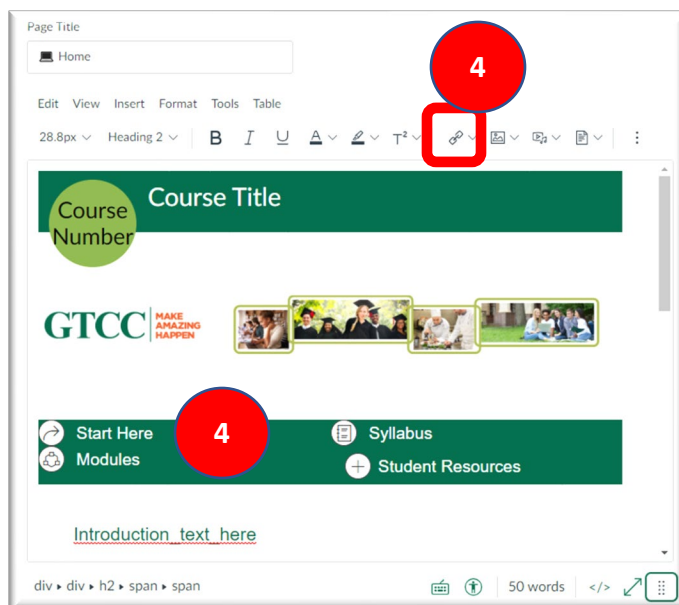
To get to the page, go to **1 Pages** from the Course Navigation Index → Then Click on the **2 View All Pages** box at the top → Then select **3  Home**.



To edit information, click on the **Edit Button**



Once in Edit mode, use the **Rich Content Editor (RCE)** to enter the course information.

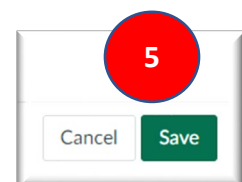


Highlight the text to edit it. Add all of the necessary information.

You may also add your course banner and other images.

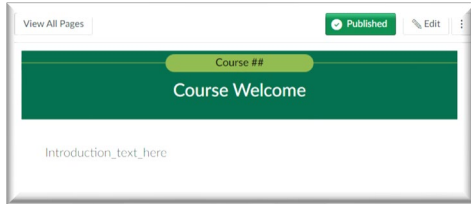
**4** Link the Start Here, Syllabus, and Modules by using the highlighting the text and using the **Links→Course Links** option. The Course Links will appear on the right hand side of the screen.

**5** Do not forget to **Save** your work in the bottom right corner of the page.

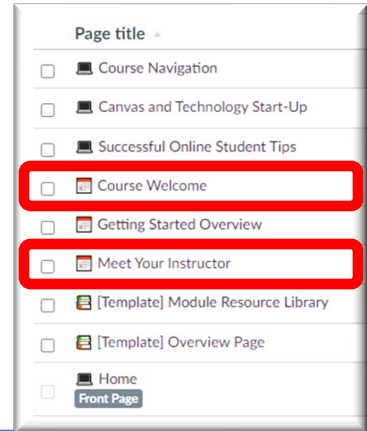


## Editing the Meet Your Instructor and Course Welcome pages.

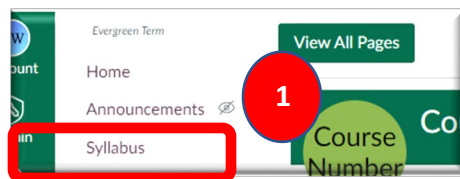
Edit the **Meet Your Instructor** Page.



In the **Course Welcome** page add Text or a Video giving students a personal welcome to your course.



## Editing the Syllabus

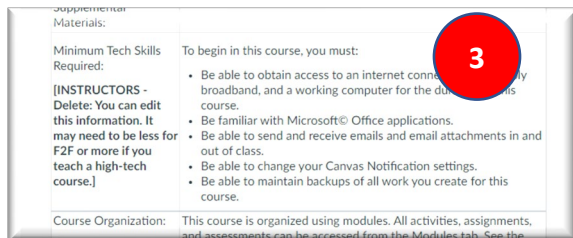
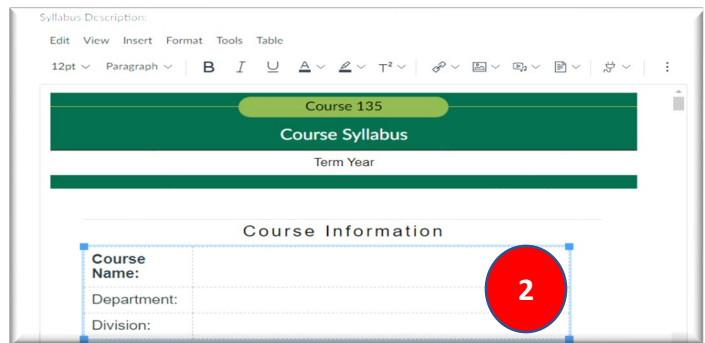


To get to the Syllabus, go to **1 Syllabus** from the Course Navigation Index

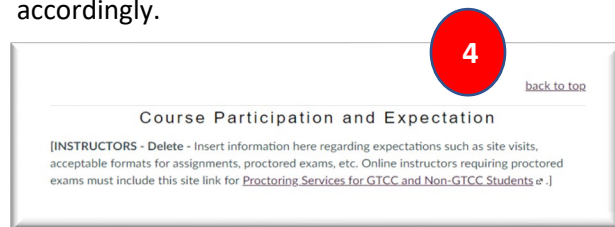
As you edit the Syllabus much of the information you enter will be into a Table.

**2** Click on each box in the table, a cursor will appear, and type the information.

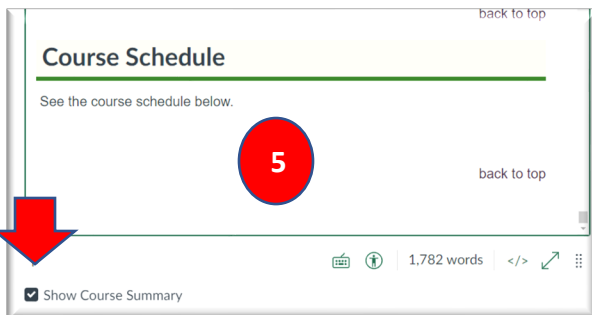
**3** Be Sure to change the Minimum Tech Skills Required section to reflect the student needs for your course.



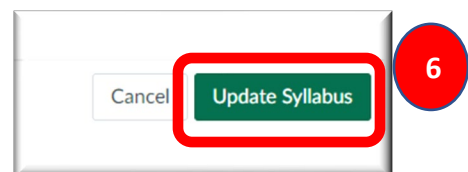
**4** Please remove the [INSTRUCTORS – Delete – notes] in the syllabus. Edit and update those sections accordingly.



**5** If you have developed your Course Schedule in Word or Excel, add it into this section. Click on the check box beside **Show Course Summary**, this will clear the check to hide it.



**6** Remember to click on the **Update Syllabus** box at the lower left of the page often.

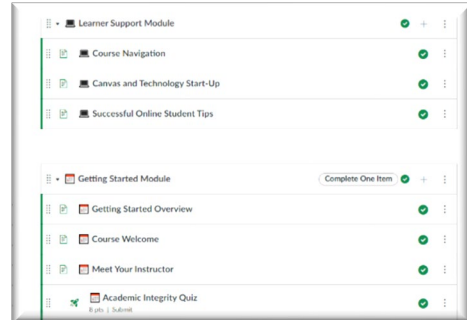


## How to remove the OLD Learner Support and 🎬 Getting Started Modules

If you copied materials from another Canvas Course, you may have brought over an older version of the Learner Support and 🎬 Getting Started Modules. Keep the newer modules with the icons and delete the old modules.

The modules and pages you want to keep have the computer 🖥️ and calendar 📅 icons, including the new 📅 Academic Integrity Quiz

These are the ones you want to keep, they have the icons.



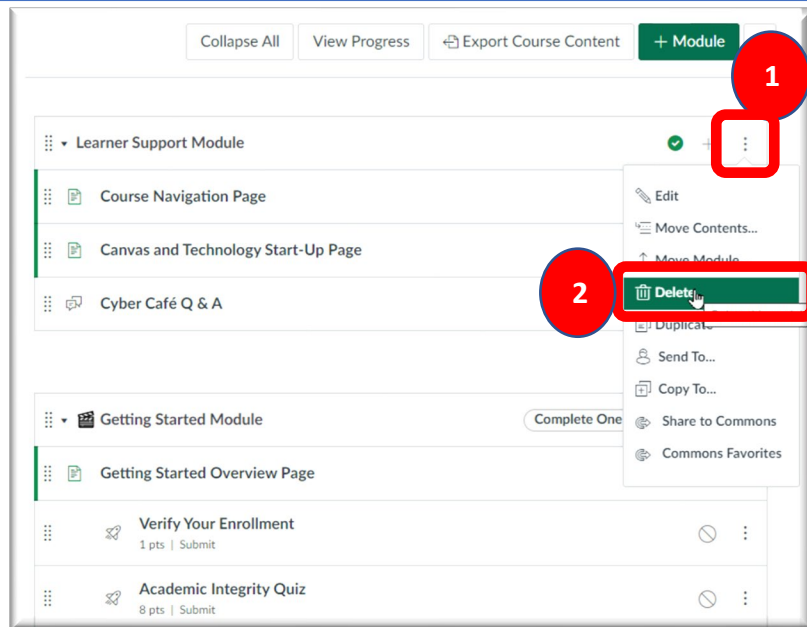
If you do have the old **Learner Support Module**, it does not have an icon in the title.

If you have the old 🎬 **Getting Started Module** it has the Film Start 🎬 icon in the title.

To Remove the old Learner Support and 🎬 Getting Started Modules.

1 Click on the three dots to the right of the Module Name.

2 Click on the Delete icon to delete the module



Do this for all old versions of the modules.

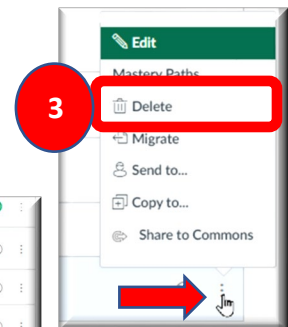
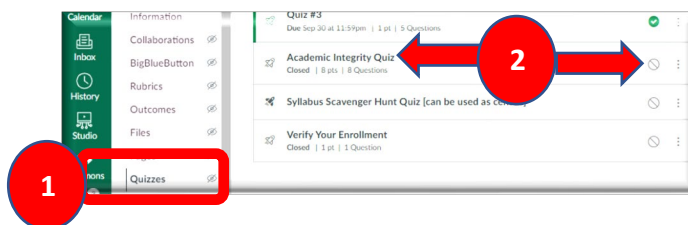
## How to remove the OLD Academic Integrity Quiz and Verify Your Enrollment Quiz

Remove any old Academic Integrity Quizzes or Verify Your Enrollment Quizzes.

1 Go to **Quizzes** in the Navigation index.

2 Click on the three dots by the quiz name.

3 Click **Delete** from the drop down menu.



## If the 🏠 Home page is not the Front Page of your course

If you have imported materials into your course it is possible another page is set as your Front Page.

To set your Front Page to the new 🏠 Home

Go to **1 Home** from the Course Navigation Index → Then Click on the **2 Choose Home Page** in the Side Bar → **3** Then from the Choose Course Home Page menu click **3 Change** → **4** select 🏠 Home, use the 3 dots and then click on **Us as Front Page**.

