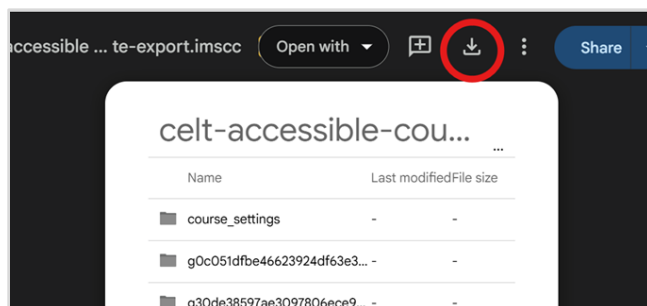


Directions:

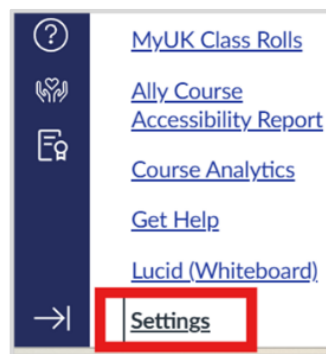
1. Type or copy and paste the following link into a web browser to go to a downloadable version of the CELT Accessible Canvas Course Template: bit.ly/AccessTemplateUKY

2. Click the download icon in the top right (see image to the right) to download the file to your computer. You do not need to open the file- just let it hang out in your downloads folder.

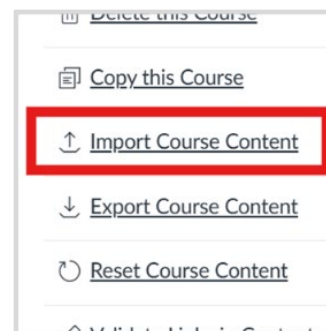


3. Open the Canvas course where you want to use the Canvas template.
4. Please note: This works best in a completely blank course shell. If you have already added content to this Canvas course, uploading the template may override or delete your pre-existing content.

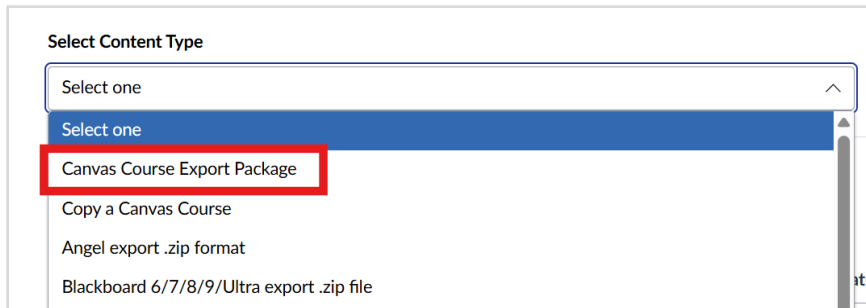
5. In your course shell, click on "Settings" in the left-side menu.



6. On the right-side menu of the settings page, click on "Import Course Content". If you don't see a right-side menu on your settings page, scroll "Canvas Course Export Package" down to the bottom of the page- it may be at the bottom.



7. On the Import Course Content page drop-down « menu, click “Canvas Course Export Package”



Select Content Type

Select one

Select one

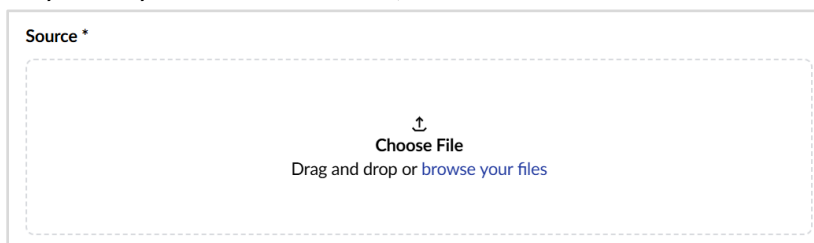
Canvas Course Export Package

Copy a Canvas Course

Angel export .zip format

Blackboard 6/7/8/9/Ultra export .zip file

8. Click “Choose File” and located the “imsc” template file that you downloaded in step 1 (it may be in your Downloads file).

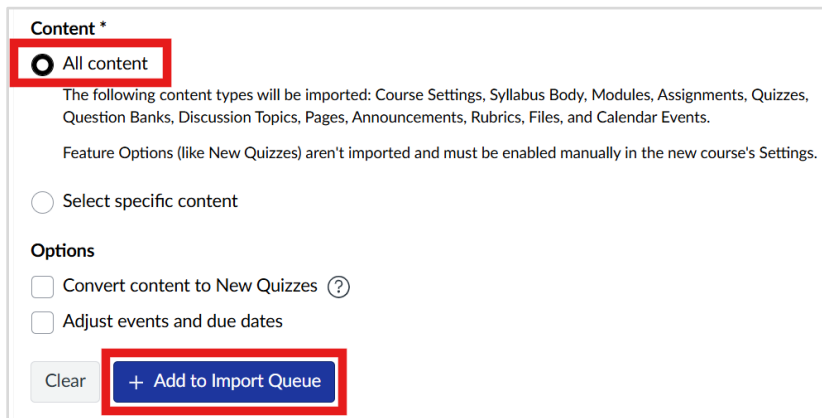


Source *

Choose File

Drag and drop or [browse your files](#)

9. In the Content Menu, select “All Content” to migrate the entire template into your Canvas shell, then click the blue “Import” button to bring the template into your course.



Content *

☒ All content

The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.

Feature Options (like New Quizzes) aren't imported and must be enabled manually in the new course's Settings.

☐ Select specific content

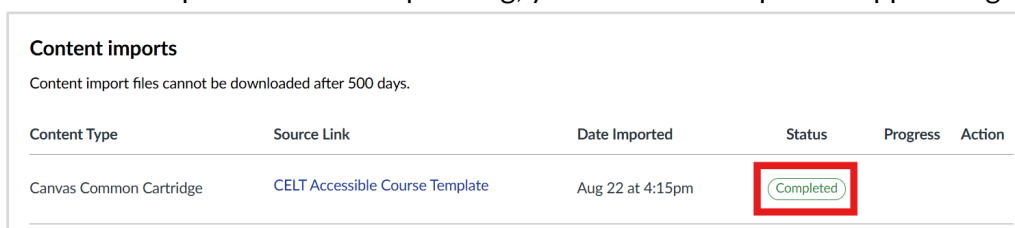
Options

☐ Convert content to New Quizzes ?

☐ Adjust events and due dates

Clear

10. Once the template is finished uploading, you will see “Completed” appear in green.



Content imports					
Content import files cannot be downloaded after 500 days.					
Content Type	Source Link	Date Imported	Status	Progress	Action
Canvas Common Cartridge	CELT Accessible Course Template	Aug 22 at 4:15pm	Completed		

11. Click “Home” in your left-side Canvas menu to explore your new course template.