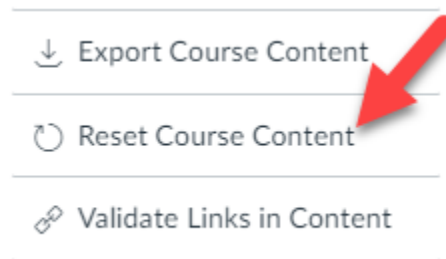
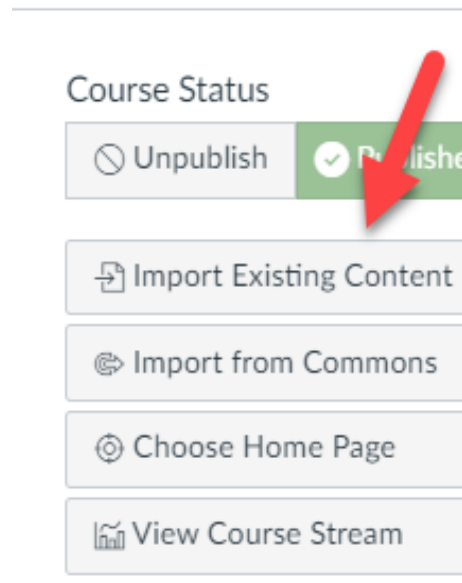
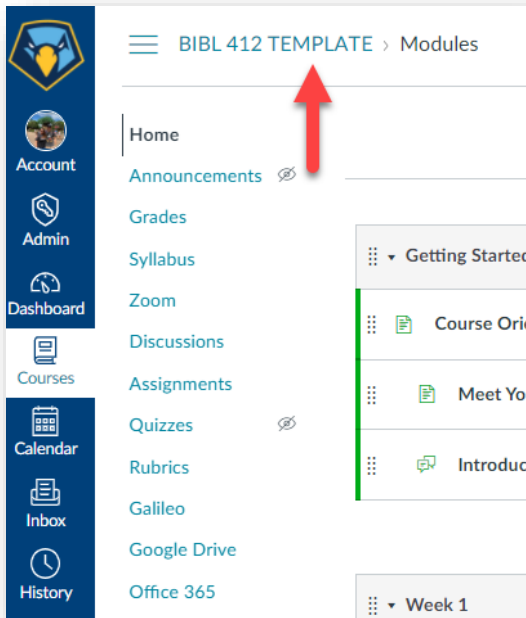


Re-Templating Tutorial:

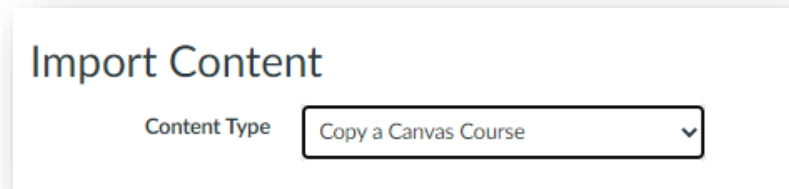
1. Navigate to course Template where you wish to update your content. If you want to replace everything in the template, you will want to first select Settings > Reset Course Content. This will clear out the template completely, **so be sure you want to do that before you reset the course content**. If you are only wanting to add certain content, you do not need to wipe the template entirely and you can continue to follow the steps below.



2. Select "Import Existing Content" button found on the right side of the screen.

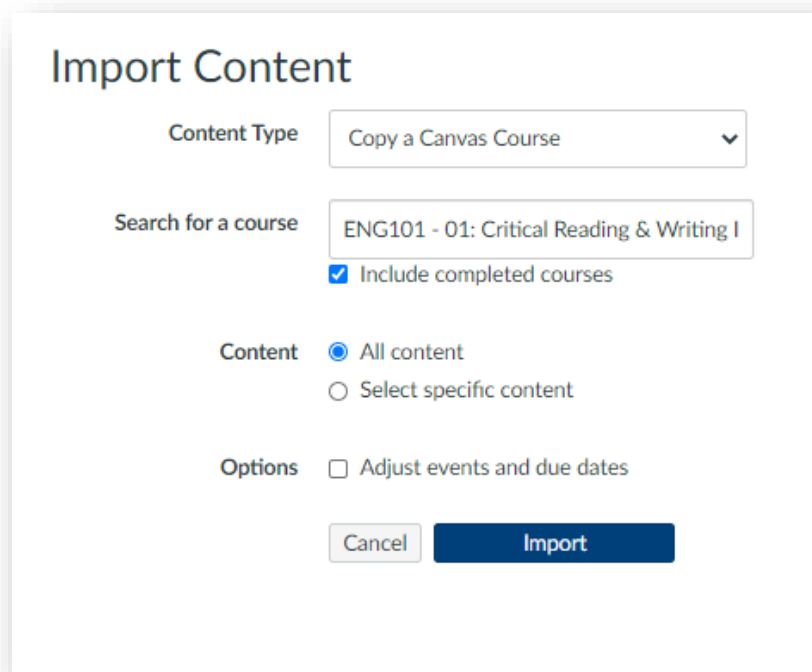


3. For the Content Type, select "Copy a Canvas Course"



The screenshot shows a white dialog box titled "Import Content". Below the title, there is a label "Content Type" followed by a dropdown menu. The dropdown menu is open, showing the selected option "Copy a Canvas Course" and a downward-pointing arrow.

4. You can now search for your course by name. Please be sure that you are choosing the correct section number and term associated with the course you want to copy.
5. Choose to copy All Content or to Select Specific Content.





The screenshot shows a white dialog box titled "Import Content". Below the title, there is a label "Content Type" followed by a dropdown menu set to "Copy a Canvas Course". Below that is a label "Search for a course" followed by a text input field containing "ENG101 - 01: Critical Reading & Writing I". Below the search field is a checked checkbox labeled "Include completed courses". Below that is a label "Content" followed by two radio button options: "All content" (which is selected) and "Select specific content". Below that is a label "Options" followed by an unchecked checkbox labeled "Adjust events and due dates". At the bottom, there are two buttons: "Cancel" and "Import".



6. Choose whether you want to adjust events and due dates. If you wish to alter these, check the box, and you will be given more options. For templates, we recommend doing this and selecting the option to remove due dates since they will not be the same the next time you teach the course.

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Options Adjust events and due dates

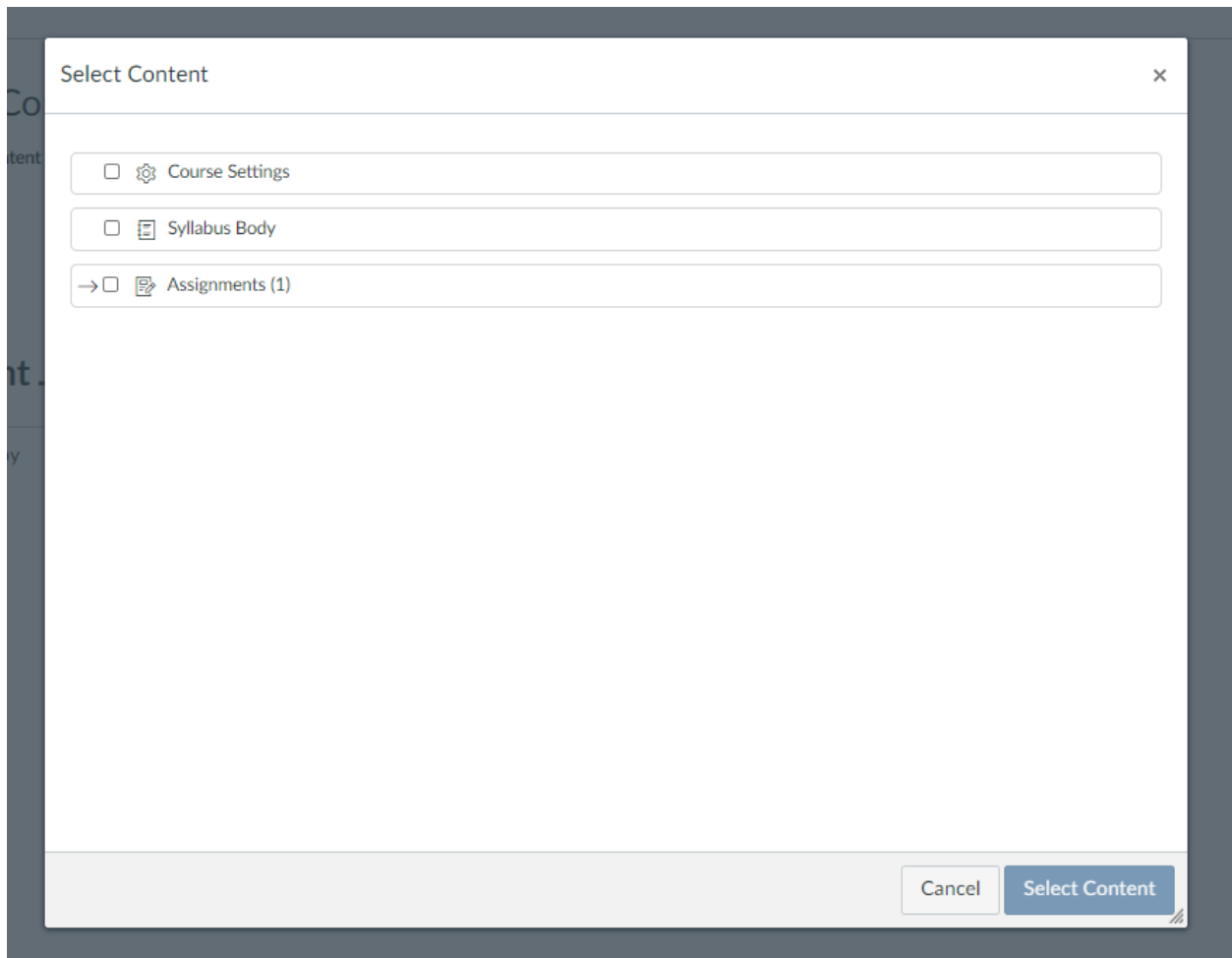
Date adjustment Shift dates
 Remove dates

Beginning date  change to 
Wed Jun 3, 2020

Ending date  change to 
Fri Jul 3, 2020

7. After all desired options have been selected, click Import.
8. If you opted to move All Content, the import process will now begin, and you will see a progress bar appear.
9. If you opted to only copy over specific content, you will now be given the option to choose the content that is copied. Click the blue “Select Content” button and you will see a list of all the content you have to choose from. It will look similar to this:

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10. Once you have everything checked that you wish to copy, click "Select Content"
11. The import process will now begin, and you should see a progress bar.
12. Your updated content should now be copied over into your template.

If you need further assistance or have any additional questions, please email facultysupport@point.edu