Quick guide of setting up a Canvas Course Page

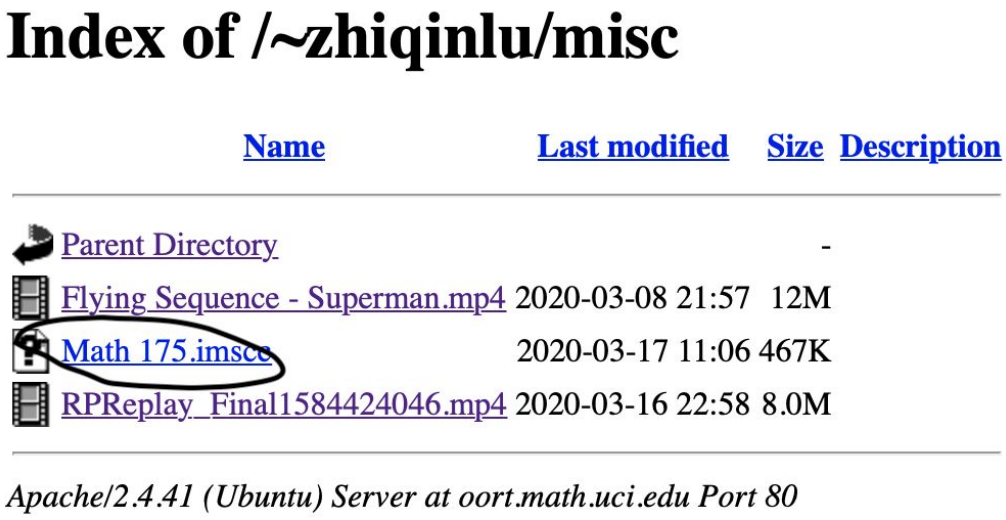
If you are new to Canvas, the easiest way to learn it is to work on a template. In this tutorial, I would like to show you how to import the Math 175 Canvas Page made by *Sarah Eichhorn* to create a template Canvas Course page for you.

A Canvas sandbox is basically a course shell that students do not have access to. You can use it to try out different features of Canvas.

10 Steps to create a template in Canvas.

Step 1: Download the file "Math 175.imscc" from

http://oort.math.uci.edu/~zhiqinlu/misc/



Index of /~zhiqinlu/misc

Name	Last modified	Size	Description
Parent Directory		-	
Flying Sequence - Superman.mp4	2020-03-08 21:57	12M	
Math 175.imscc	2020-03-17 11:06	467K	
RPReplay_Final1584424046.mp4	2020-03-16 22:58	8.0M	

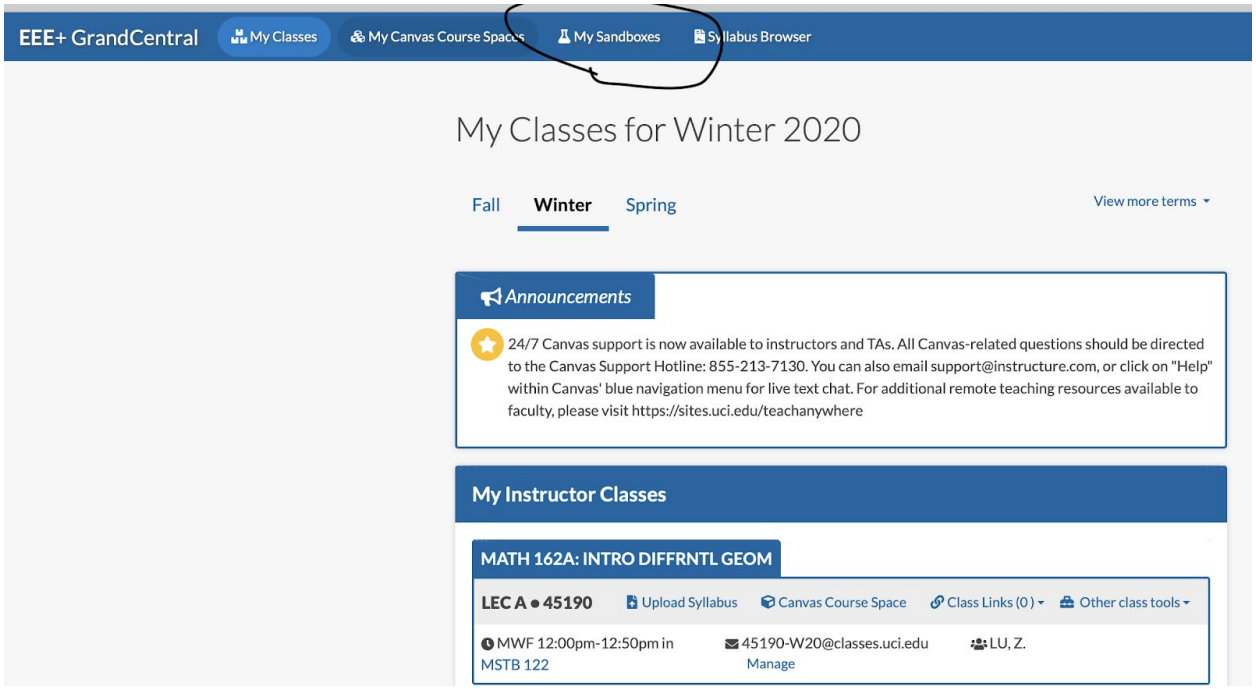
Apache/2.4.41 (Ubuntu) Server at oort.math.uci.edu Port 80

Step 2: Go to

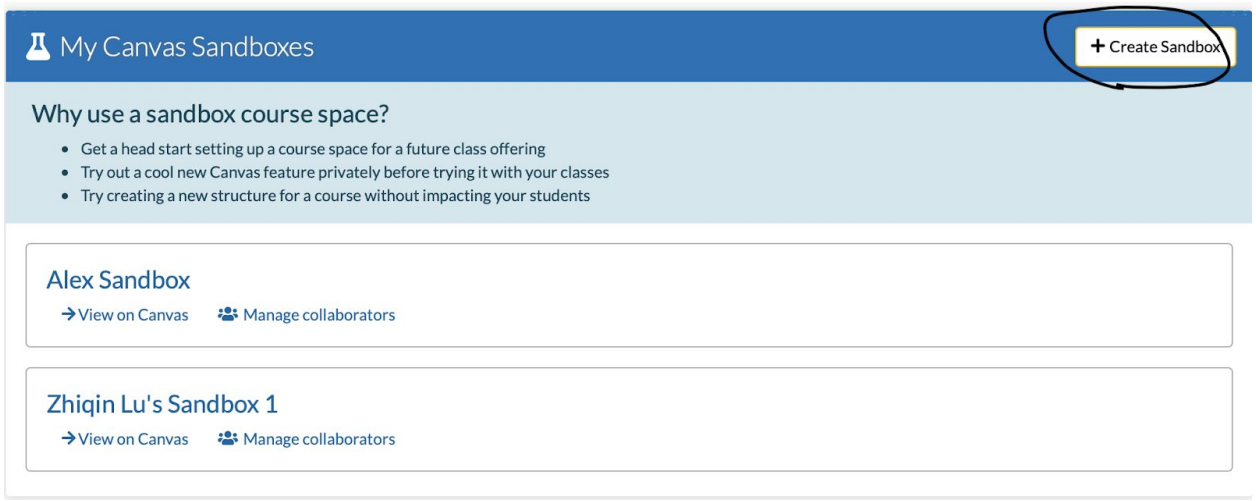
https://grandcentral.eee.uci.edu/classes

Login in using your credentials.

Step 3: Click “My Sandbox” (See screenshot below)

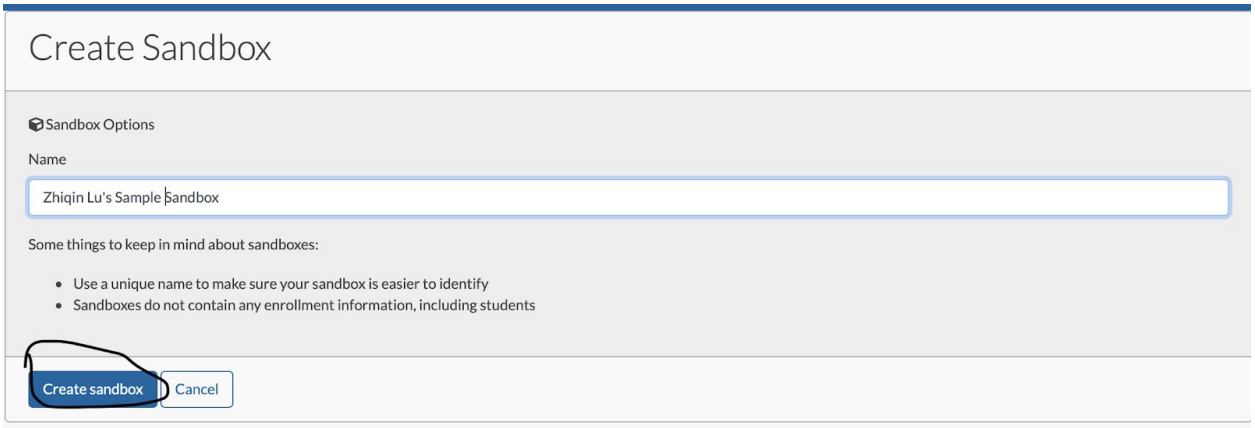


Step 4: Click “+Create Sandbox” (See screenshot below)

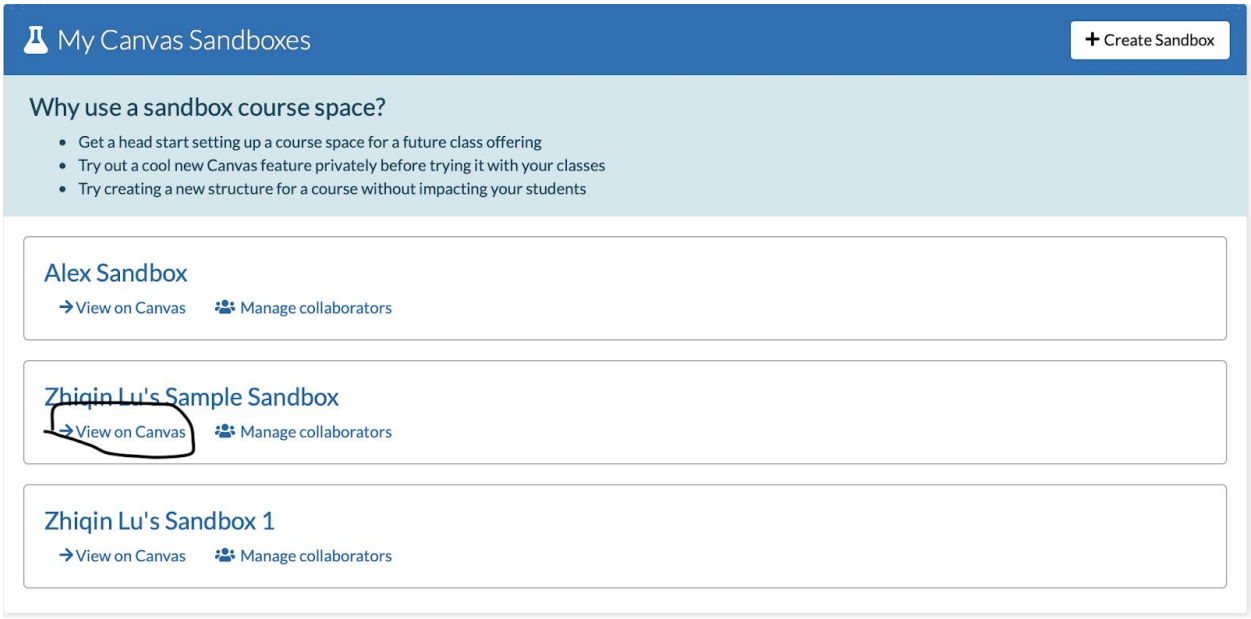


Step 5: Name your Sandbox and click “Create Sandbox” (See screenshot below)

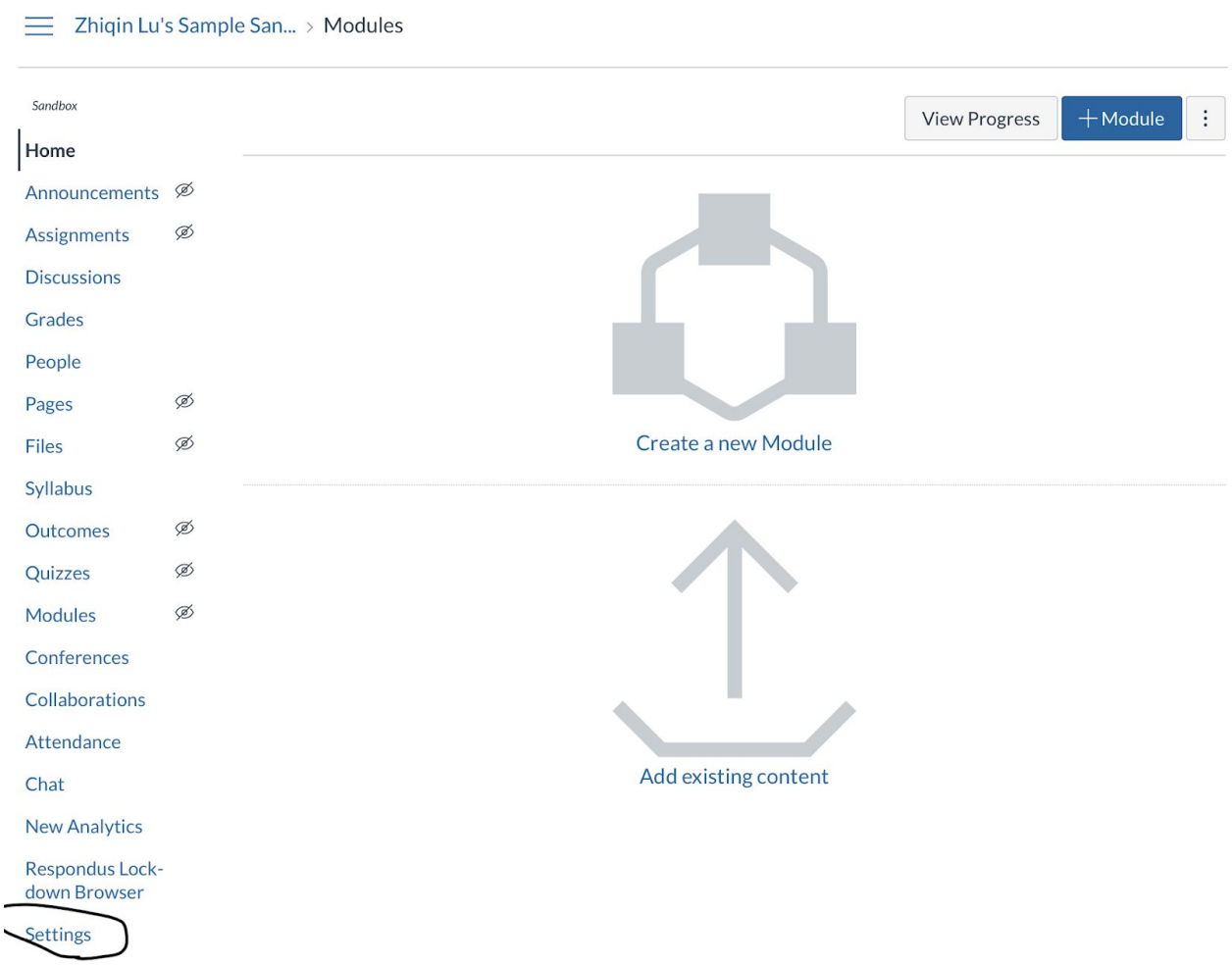
You can have as many sandboxes as you like.



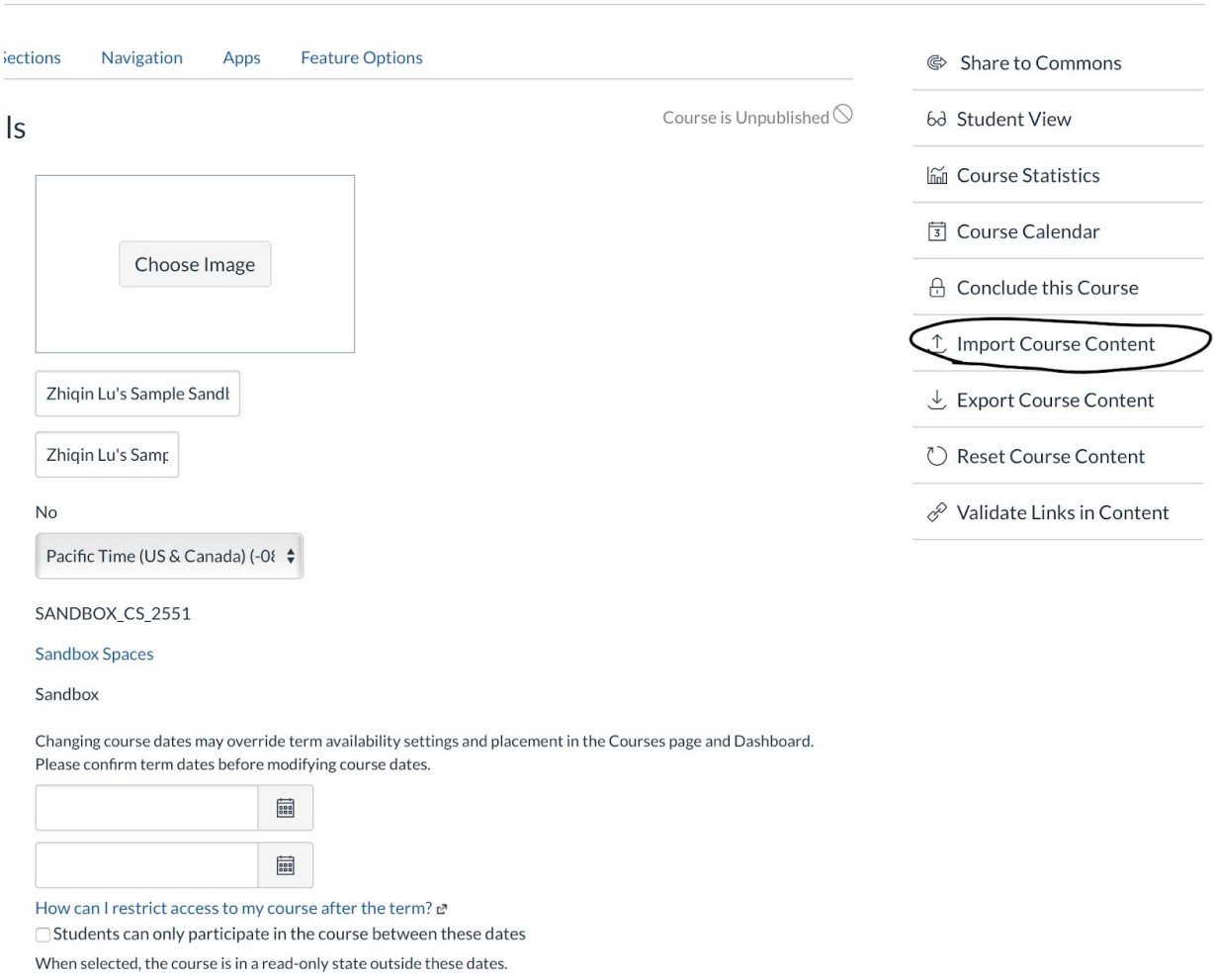
Step 6: After the sandbox is created, click “View in Canvas” (See screenshot below)



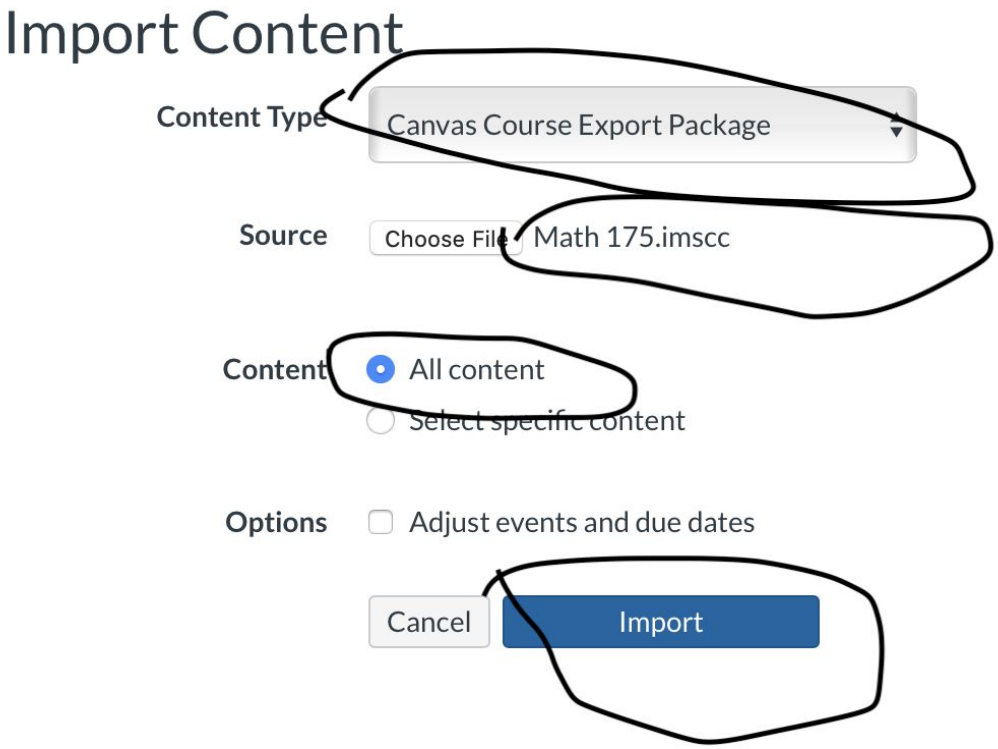
Step 7: You would see the screen like below. Click “Settings” on the lower left



Step 8: Click “Import Course Content” at the right (See screenshot below)



Step 9: Choose the setting similar to the below screenshot

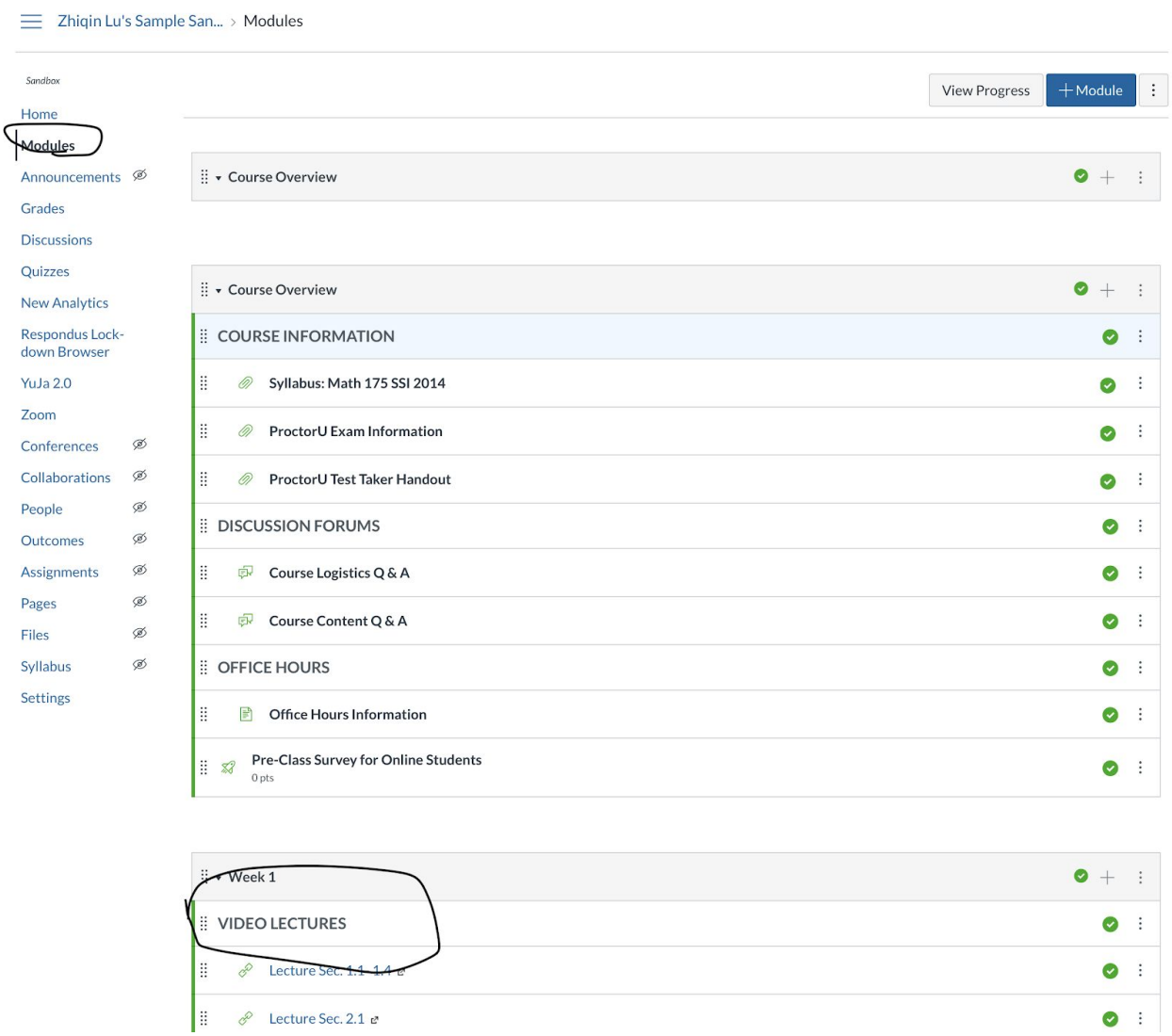


Current Jobs

No jobs have been queued

Content import files cannot be downloaded after 500 days.

Step 10: Once this is done, you can click “Modules” in the left, and see the following. This would be the template of your Canvas Course Page. Enjoy!

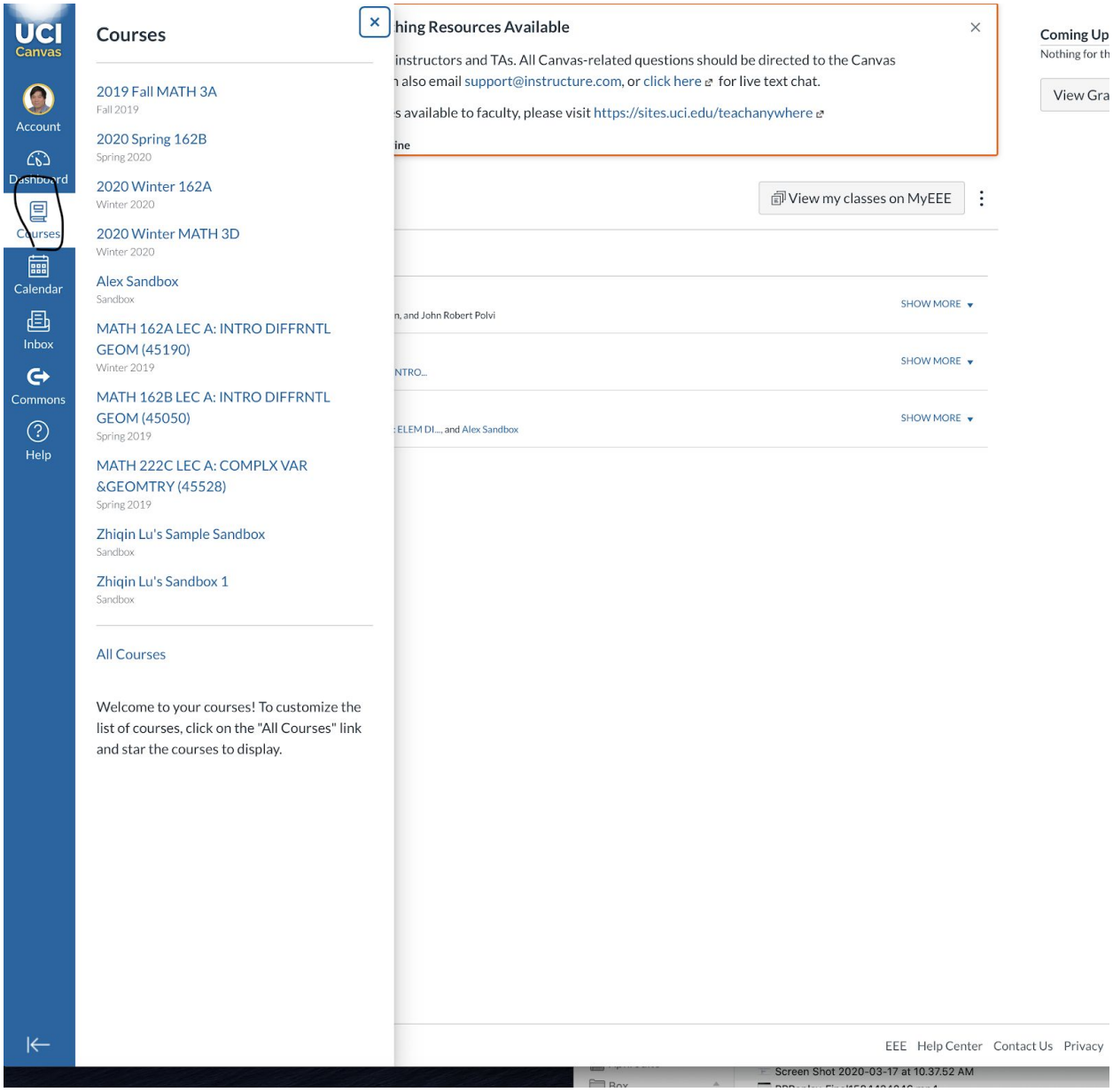


What is next?

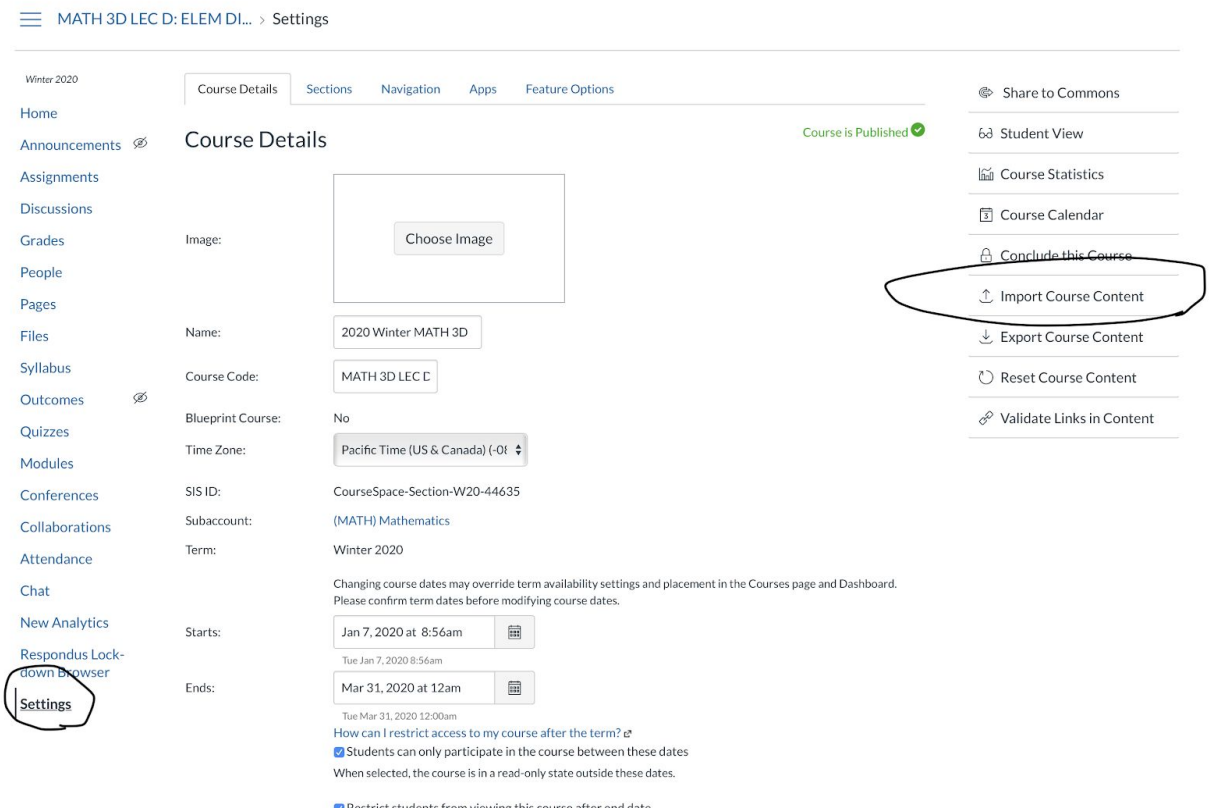
After you modify the template, you can copy the contents to your canvas course webpage. What you need to do now are

1. Goto https://grandcentral.eee.uci.edu/classes/Spring-2020 to request Canvas Couse Space. It takes up to 1 hour for the request to be approved, and one it is approved, you would receive an email.
2. Once the course space is assigned, go to Canvas, cliick “courses” in the left. You should see the list of courses. **Tip:** Rename your courses in the “settings”. For example, “Math 162A Lec A: Introduction to Diff. Geom (45190) should be

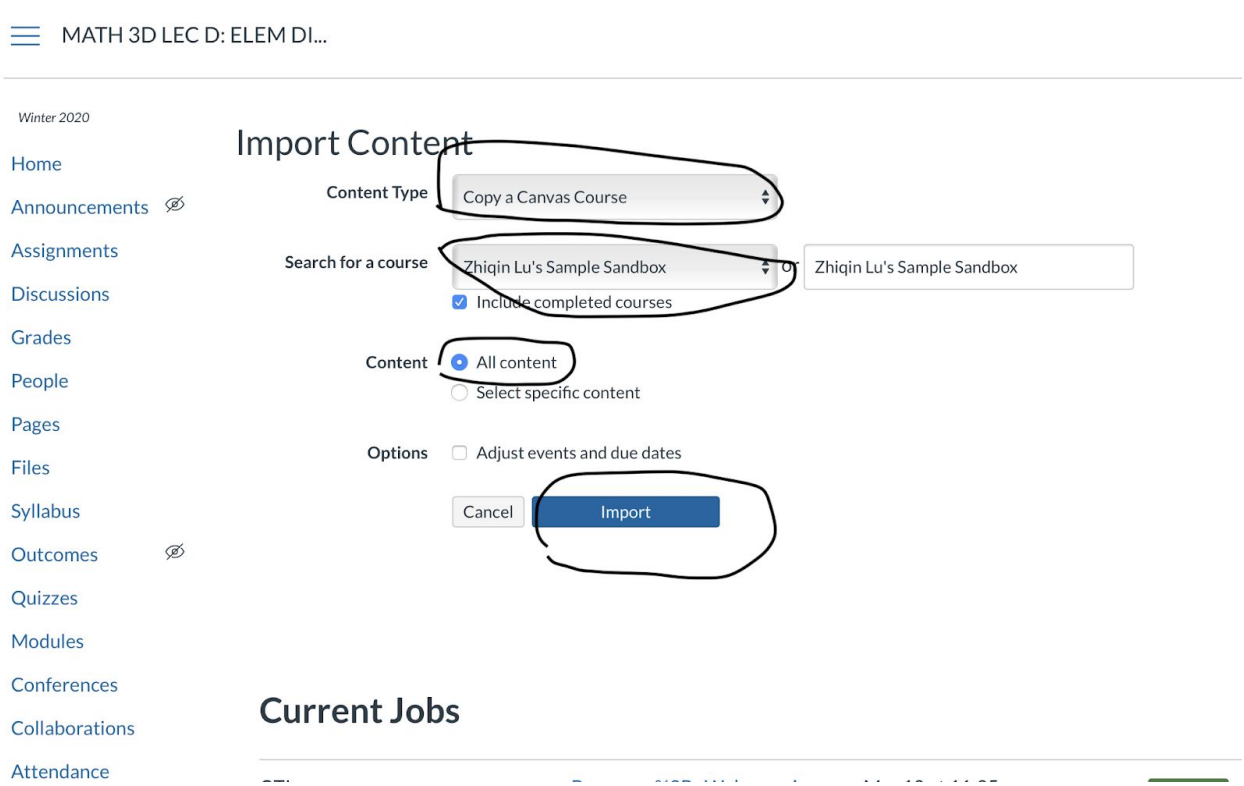
renamed “2019 Winter Math 162A”, because course code “45190” is the same each year. (See below Screenshot for details)



3. Click “Settings” in the left, then click “Important Course Content” in the right.



4. Copy the course from the Sandbox as shown below. There is an option “Adjust events and due dates”, but I have never used it before. (See below)


MATH 3D LEC D: ELEM DI...
Winter 2020
Home
Announcements
Assignments
Discussions
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Search for a course
Zhiqin Lu's Sample Sandbox
Or
Zhiqin Lu's Sample Sandbox
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All content
Select specific content
Options
Adjust events and due dates
Cancel
Import
Current Jobs