

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.imsc” from

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

Index of /~zhiqinlu/misc

<u>Name</u>	<u>Last modified</u>	<u>Size</u>	<u>Description</u>
 Parent Directory		-	
 Flying Sequence - Superman.mp4	2020-03-08 21:57	12M	
 Math 175.imsc	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)

EEE+ GrandCentral My Classes My Canvas Course Spaces **My Sandboxes** Syllabus Browser

My Classes for Winter 2020

Fall **Winter** Spring [View more terms](#)

Announcements

★ 24/7 Canvas support is now available to instructors and TAs. All Canvas-related questions should be directed to the Canvas Support Hotline: 855-213-7130. You can also email support@instructure.com, or click on "Help" within Canvas' blue navigation menu for live text chat. For additional remote teaching resources available to faculty, please visit <https://sites.uci.edu/teachanywhere>

My Instructor Classes

MATH 162A: INTRO DIFFRNTL GEOM

LEC A • 45190 [Upload Syllabus](#) [Canvas Course Space](#) [Class Links \(0\)](#) [Other class tools](#)

MWF 12:00pm-12:50pm in MSTB 122 [45190-W20@classes.uci.edu Manage](#) LU, Z.

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

My Canvas Sandboxes

[+ Create Sandbox](#)

Why use a sandbox course space?

- Get a head start setting up a course space for a future class offering
- Try out a cool new Canvas feature privately before trying it with your classes
- Try creating a new structure for a course without impacting your students

Alex Sandbox

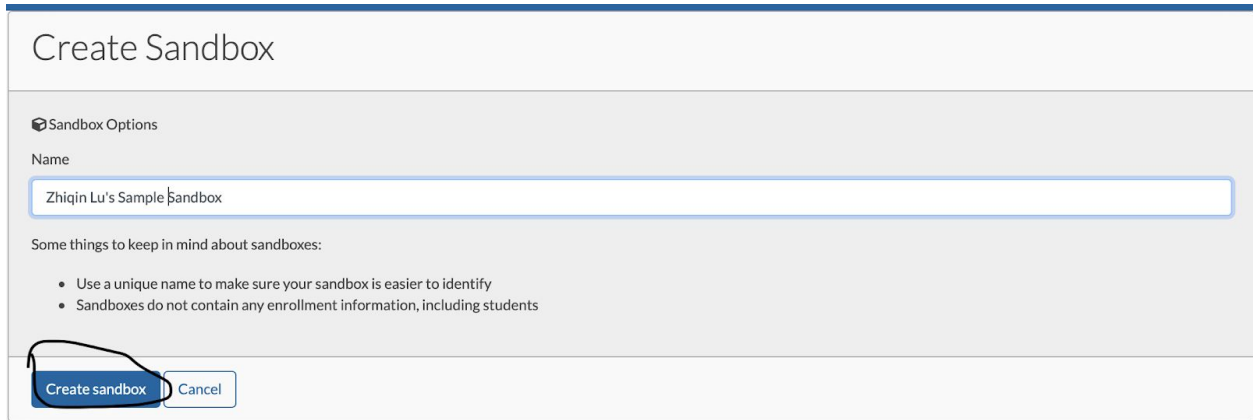
[View on Canvas](#) [Manage collaborators](#)

Zhiqin Lu's Sandbox 1

[View on Canvas](#) [Manage collaborators](#)

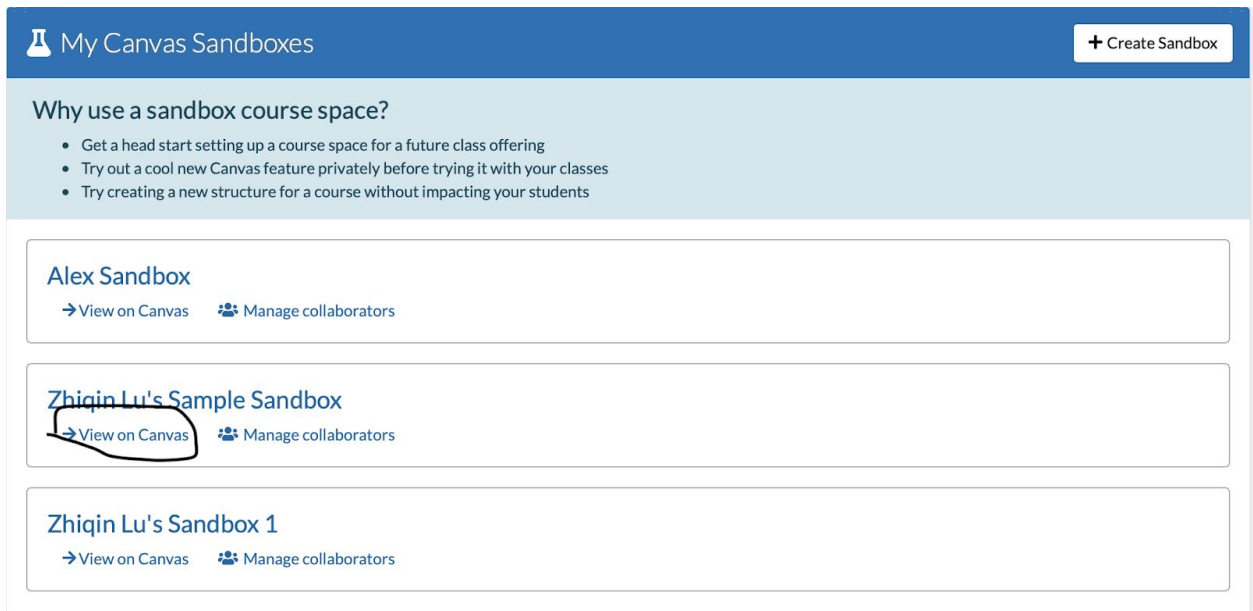
Step 5: Name your Sandbox and click “Create Sandbox” (See screenshot below)

You can have as many sandboxes as you like.



The screenshot shows the 'Create Sandbox' interface. At the top is the title 'Create Sandbox'. Below it is a section titled 'Sandbox Options'. Under this section, there is a 'Name' label followed by a text input field containing 'Zhiqin Lu's Sample Sandbox'. Below the input field, there is a note: 'Some things to keep in mind about sandboxes:' followed by a bulleted list: '• Use a unique name to make sure your sandbox is easier to identify' and '• Sandboxes do not contain any enrollment information, including students'. At the bottom of the form, there are two buttons: 'Create sandbox' (highlighted with a hand-drawn circle) and 'Cancel'.

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



The screenshot shows the 'My Canvas Sandboxes' page. At the top, there is a blue header bar with a flask icon, the text 'My Canvas Sandboxes', and a '+ Create Sandbox' button. Below the header, there is a section titled 'Why use a sandbox course space?' with a bulleted list: '• Get a head start setting up a course space for a future class offering', '• Try out a cool new Canvas feature privately before trying it with your classes', and '• Try creating a new structure for a course without impacting your students'. Below this section, there is a list of three sandboxes, each in a white box with a blue border. The first is 'Alex Sandbox' with a 'View on Canvas' link and a 'Manage collaborators' button. The second is 'Zhiqin Lu's Sample Sandbox' (highlighted with a hand-drawn circle) with a 'View on Canvas' link and a 'Manage collaborators' button. The third is 'Zhiqin Lu's Sandbox 1' with a 'View on Canvas' link and a 'Manage collaborators' button.

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

Sandbox

View Progress

+ Module



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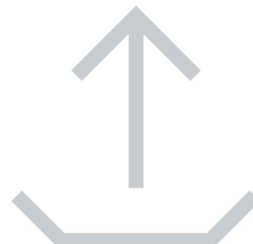
New Analytics

Respondus Lock-
down Browser

Settings



Create a new Module

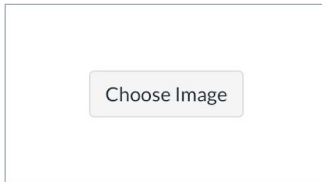


Add existing content

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

Is

Course is Unpublished



Zhiqin Lu's Sample Sandl

Zhiqin Lu's Sam

No

Pacific Time (US & Canada) (-08)

SANDBOX_CS_2551

[Sandbox Spaces](#)

Sandbox

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.



[How can I restrict access to my course after the term?](#)

☐ Students can only participate in the course between these dates

When selected, the course is in a read-only state outside these dates.

[Share to Commons](#)

[Student View](#)

[Course Statistics](#)

[Course Calendar](#)

[Conclude this Course](#)

[Import Course Content](#)

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[Reset Course Content](#)

[Validate Links in Content](#)

Step 9: Choose the setting similar to the below screenshot

Import Content

The screenshot shows the 'Import Content' form with several handwritten black circles highlighting specific elements:

- A circle around the 'Content Type' dropdown menu, which is set to 'Canvas Course Export Package'.
- A circle around the 'Source' section, specifically the 'Choose File' button and the filename 'Math 175.imsc'.
- A circle around the 'Content' section, specifically the 'All content' radio button.
- A circle around the 'Options' section, specifically the 'Adjust events and due dates' checkbox.
- A circle around the 'Import' button at the bottom right.

Content Type: Canvas Course Export Package

Source: Choose File Math 175.imsc

Content: ☒ All content ☐ Select specific content

Options: ☐ Adjust events and due dates

Cancel Import

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!

Sandbox

View Progress + Module

Home

Modules

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Respondus Lock-down Browser

YuJa 2.0

Zoom

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Files

Syllabus

Settings

Course Overview

COURSE INFORMATION

Syllabus: Math 175 SSI 2014

ProctorU Exam Information

ProctorU Test Taker Handout

DISCUSSION FORUMS

Course Logistics Q & A

Course Content Q & A

OFFICE HOURS

Office Hours Information

Pre-Class Survey for Online Students
0 pts

Week 1

VIDEO LECTURES

Lecture Sec. 1.1 1.4

Lecture Sec. 2.1

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, click “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)

UCI Canvas

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Courses

- 2019 Fall MATH 3A
Fall 2019
- 2020 Spring 162B
Spring 2020
- 2020 Winter 162A
Winter 2020
- 2020 Winter MATH 3D
Winter 2020
- Alex Sandbox
Sandbox
- MATH 162A LEC A: INTRO DIFFRNTL GEOM (45190)
Winter 2019
- MATH 162B LEC A: INTRO DIFFRNTL GEOM (45050)
Spring 2019
- MATH 222C LEC A: COMPLX VAR & GEOMETRY (45528)
Spring 2019
- Zhiqin Lu's Sample Sandbox
Sandbox
- Zhiqin Lu's Sandbox 1
Sandbox

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

Nothing Resources Available

Instructors and TAs. All Canvas-related questions should be directed to the Canvas support team. You can also email support@instructure.com, or click here for live text chat.

For more information on resources available to faculty, please visit <https://sites.uci.edu/teachanywhere>

View my classes on MyEEE

Coming Up
Nothing for th

View Gra

EEE Help Center Contact Us Privacy

Screen Shot 2020-03-17 at 10:37:52 AM


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

Winter 2020

- Home
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Import Content

Content Type

Search for a course 
☒ Include completed courses

Content ☒ All content
☐ Select specific content

Options ☐ Adjust events and due dates

Current Jobs