



## Importing MTSU Templates from the Canvas Commons

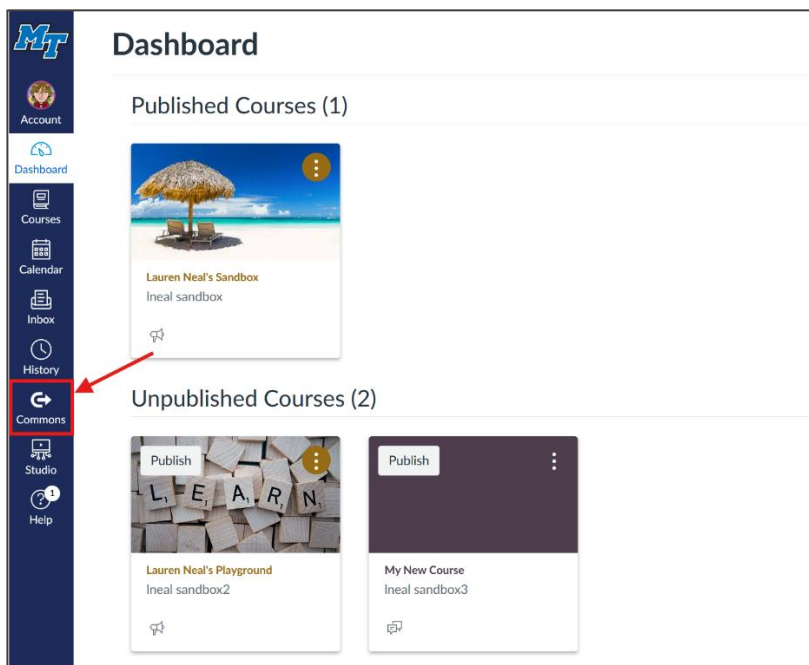
### Not sure where to start with your course?

The Canvas Commons is a repository of user-created templates where educators can find, share, and import course materials like assignments, home pages, modules, and entire courses.

We have added some content to the Canvas Commons that you can use in your course. We will continue to update the templates available and over time, our own faculty community can add to this repository.

### Access the Commons

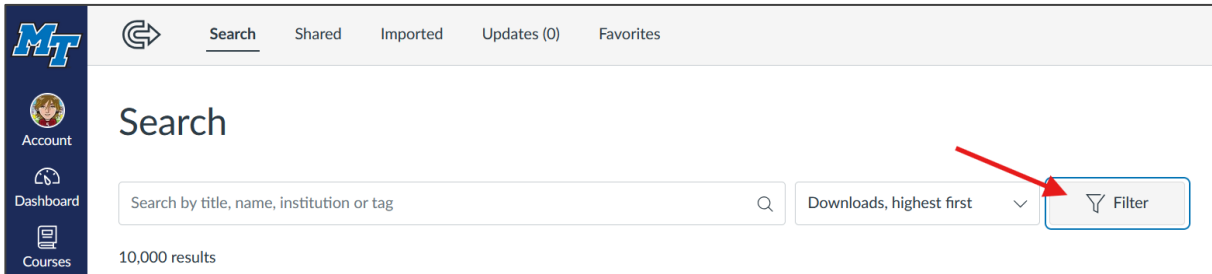
1. Select the **Commons** link in the global navigation menu to the left.



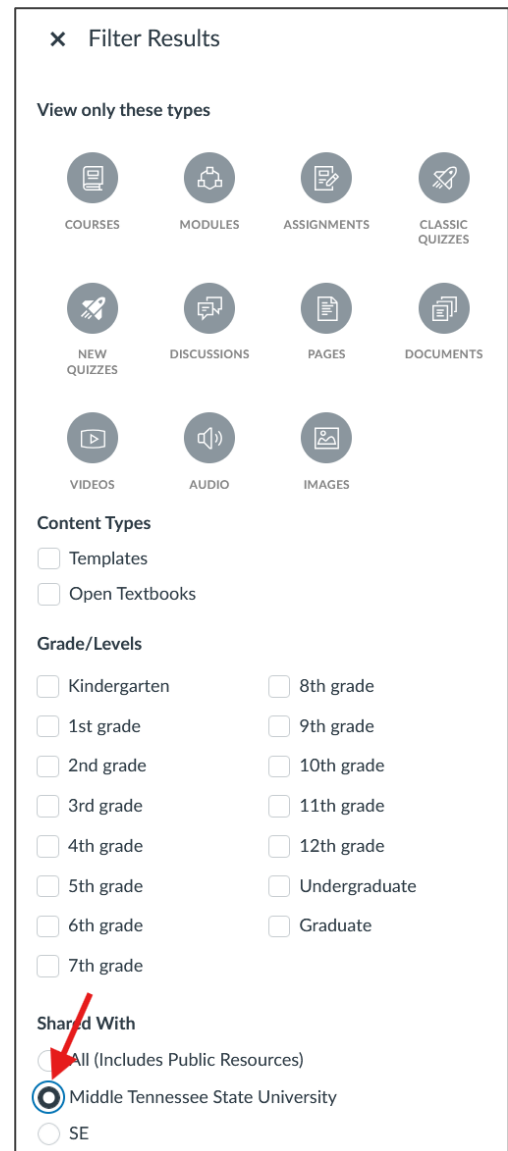
## Filtering the Content

The Commons includes content from public resources as well as MTSU specific material, so it can get pretty overwhelming. You can use the filter options to narrow the results.

1. Select the **Filter** button



2. View your options
  - a. Search by type (Ex: Courses, Modules, Pages, etc)
  - b. Content Types (Templates or Open Textbooks)
  - c. Grade Levels
  - d. Share With (All or MTSU)



### View MTSU Specific Resources

- Select **Middle Tennessee State University** under the *Shared With* filter option.

### Close the Filter Results

- Close the Filter Results window by selecting the **X** in the upper left corner.

### View Your Filtered Results

- You will now see the options available from MTSU.

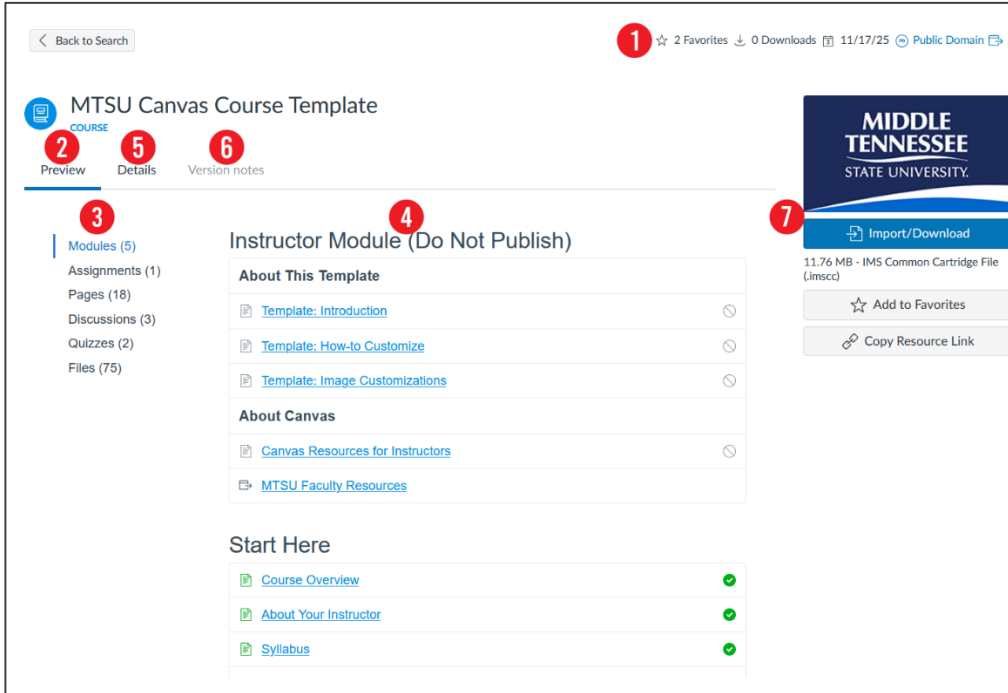
## Preview the Content

1. View the card for the available content



- [1] **Resource type icon** – identify the type of resource
- [2] **Title** – to preview more about the resource, select the title
- [3] **Grade Level** – grade/level of the resource
- [4] **Author** – view who created the resource
- [5] **Downloads and Favorites icons** – view the number of downloads or how many times a resource item has been favorited.

## 2. Select the **Title** link to view more information about the resource.



- [1] **Top right bar** – displays the number of times the resource has been favorited or downloaded, the date is the last time it was updated, and the license for use.
- [2] **Preview Tab** – displays information about the specific template.  
[3] displays the various learning activities within the course.  
[4] You can select an activity and preview the content within the tool by selecting the link.
- [5] **Details Tab** – displays a description, the author(s), account, grade/level, tags, duration (if associated with an audio or video file), outcomes (where applicable), sharing settings, and any reviews by other users.
- [6] **Version Notes Tab** – displays timestamped notes about any updates that have been made to the resource.
- [7] **Import/Download** button

## Import or Download the Content to your Course

1. Select the **Import/Download** button under the resource card image.
2. You can **Import** or **Download** the resource
  - a. **To Import:** Select the course you would like to import the information into and then the **Import into Course** button.
  - b. **To Download:** Select the **Download** button.

The import can take a little time depending on the size of the import. Once it is available you can go to the course and see the updates. The content from the resource will be appended to the course.