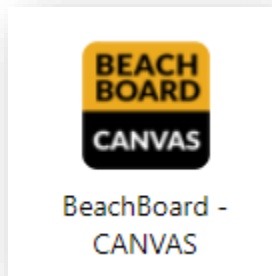


HOW TO ACCESS CANVAS LAYOUTS (SIMILAR TO BEACHBOARD TEMPLATES)

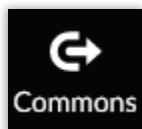
1. Sign into your [CSULB Single Sign-on \(SSO\) portal](#).
2. Click on the BeachBoard - Canvas chiclet



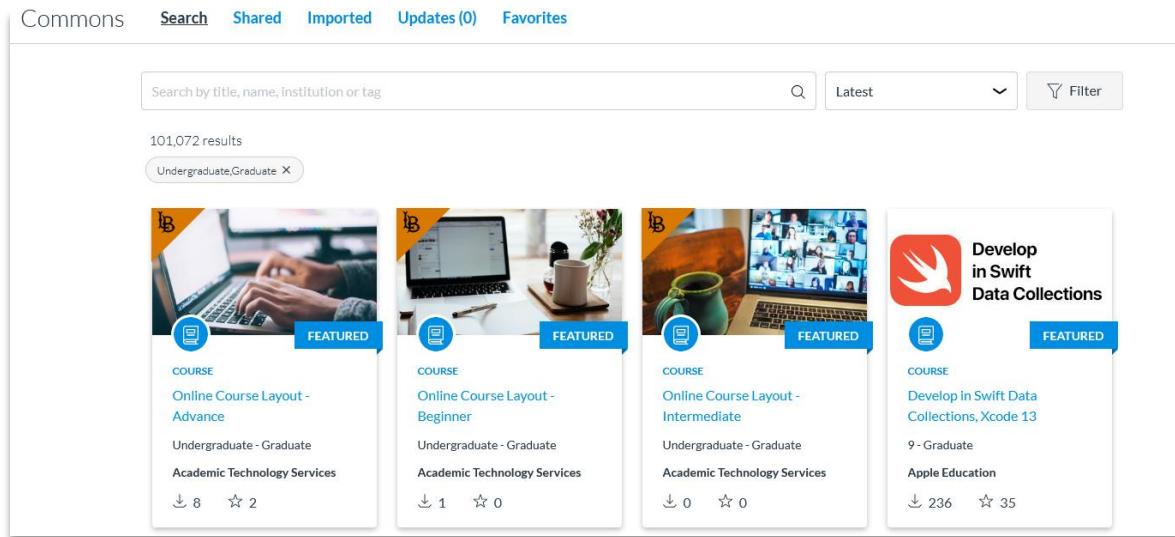
3. On the BeachBoard and Canvas Login page, click on the Canvas Login link or image.



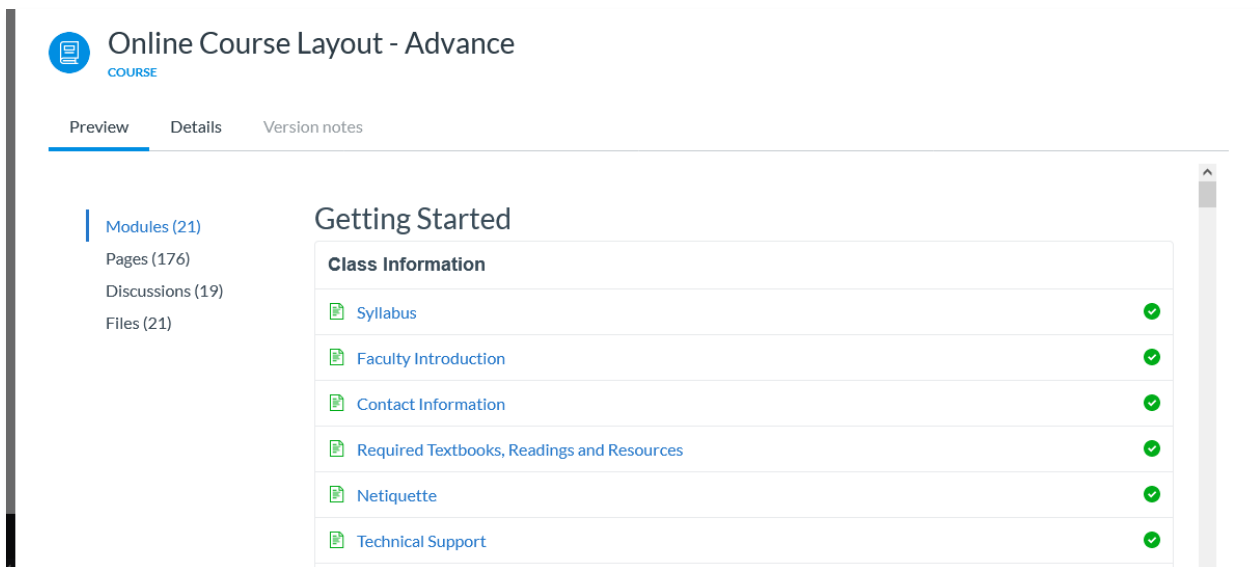
4. From your [Canvas Dashboard](#), select and enter the course you will importing the layout to. Confirm that it is ready for content to be imported.
5. On the left-hand global navigation menu, click the Commons icon:



6. Here in the Commons, you'll find all kinds of shared items, such as videos, files, and entire courses. You may see the three Academic Technology Services (ATS) Online Course Layouts at the top:



- a. If the ATS Layouts do not appear at the top, you can filter.
 - b. Or search using keywords in the title.
7. Click on the title of the desired template, either Beginning, Intermediate, or Advanced. You will get to a Preview page, which lists the content of the course layout:

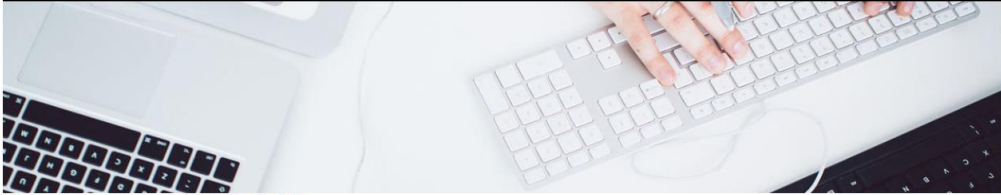


8. Scan through the Preview to confirm the content items that you want copied over to your course. Click on individual items to get a preview of each page. **Note:** because it is a preview the Course Home page is not displayed but will be brought into your course. Below is a screenshot of what the Course Home page looks like and you can edit it accordingly.



- Home
- Syllabus
- Modules
- Grades
- Discussions
- Quizzes
- Assignments
- My Media
- Media Gallery
- Zoom Meetings
- Microsoft OneDrive
- Find Articles and Books
- People
- Wiley Course Resources


***Advanced - Online Course Layout Design: Weekly Modules [Replace with Course Name, Number, & Section]**



*Ideal header image dimensions 1789 x 342 [REMOVE]

Welcome to [Insert Course Title]!

Welcome Students to (*insert name of class here). I am pleased to be your instructor, and I would like to take the opportunity to introduce myself. Please view the video to learn more about me and what you can look forward to during this semester.



Getting Started Steps!


Welcome to (*insert name of class here). To become familiar with the online course environment and start your class experience, start by (provide information on how and where the student should start by listing it here. Provide any instructions needed to help the student get started).

*Example below:

Review the module (insert module name and number here) to get started and follow the steps below:

1. View the welcome video above
2. Become familiar with the home page and review resources
3. Navigate to the Content tab and view all the videos in the "Start Here" section
4. Read the [Syllabus](#)
5. Add your picture to your Canvas Profile
6. Set up your [Canvas Notifications](#) to receive alerts when News/Announcements from this site are posted.
7. Complete Week 1 Discussion Board: Introduce yourself to the course

Instructor Bio



About Your Instructor:

(*insert here a little bit about yourself that you would like to share with your students)

Instructor: (*insert name here)

Email: xxx@csulb.edu

Phone: (xxx) xxx-xxxx

Office Hours Zoom Link: (*insert zoom link here)

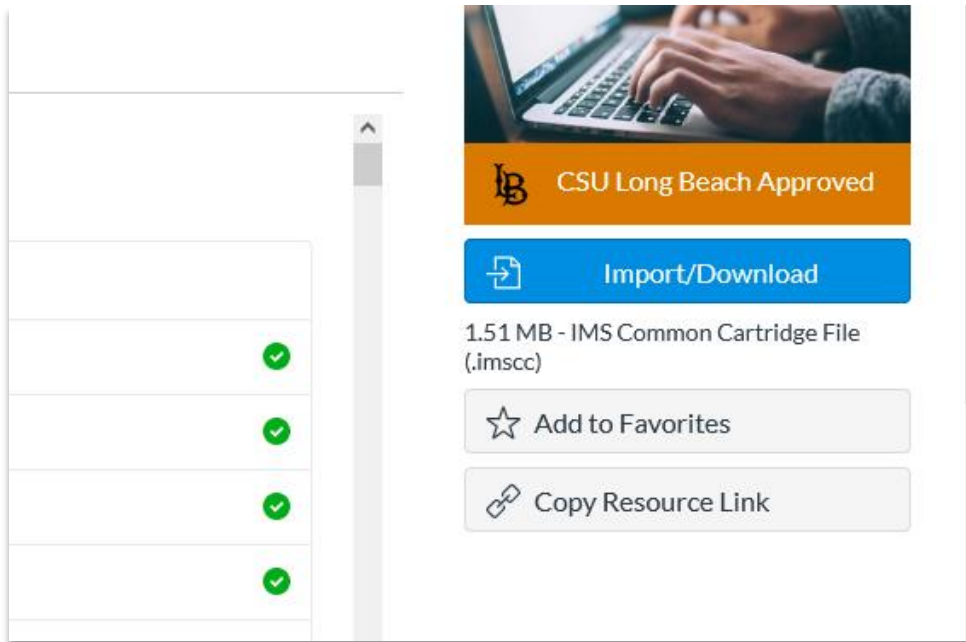
★ CSULB Student Resources

- [Counseling and Psychological Services \(CAPS\)](#)
- [Computer Labs: Open Access](#)
- [Bob Murphy Access Center](#)

- [Financial Aid](#)
- [Learning Assistance Center](#)
- [Student Health Services](#)

- [Tutoring at CSULB](#)
- [University Library](#)
- [University Writing Center](#)

9. Once you have determined the right layout, click the blue “Import/Download” button on the right side:



10. Check the box of the course(s) you want to copy the layout to. Once you have selected those, click “Import Into Course”:

