

Importing RCSS Templates

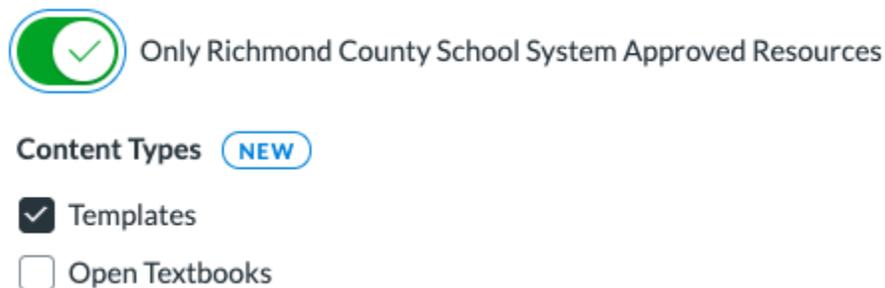


The district has created Canvas Course templates as course starters for Richmond County faculty. Follow the instructions below to locate the templates and import them into your course(s) for editing.

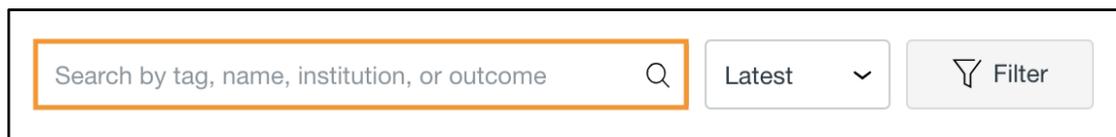
1. Log into Canvas through RCSS Launchpad.
2. Click on the  icon in the Global Navigation menu.
3. Select **Filter**.



4. Turn **on** the toggle button to show **Only Richmond County School System Approved Resources** and **select Templates** as the Content Type.



5. Use the search bar to narrow your results and locate a template that best matches your course (subject, grade level, etc.).



6. Click on the title of a template for more information.
7. To import the template, select the **Import/Download** button.

Professional Development Template | RCSS COURSE

Preview **Details** Version notes

This template has been created for you to use with Professional Development courses that you may create.

Author(s)



8. Select the course you would like to move the template imported into and select **Import Into Course**.

Important note: Importing the template more than once may overwrite any changes you have made.

 Import/Download

Import into Canvas

All

2nd Grade Demo

4th Grade Science Sandbox

4th Grade Science SANDBOX

5th Grade Math

 Import into Course

9. Select either Dashboard or Courses to open up the course you selected.
10. In your course, edit the template to meet your needs. Changes made in your course will not impact the master template as shared on Commons.

Important note: Importing the template more than once may overwrite changes you have made and provide duplicate copies of course content.