



Admissions

Academics

Student Life

Student Services

About Cañada

## Faculty Teaching and Learning

[Cañada Home](#) / [Faculty Teaching and Learning](#)

Overview

New Faculty Resources

Teaching & Learning Resource Directory

Pedagogy & Equity Best Practices

Teaching with Canvas

Accessible & Equitable Syllabi Design

Selecting Course Materials

Course Design

Student Engagement

Regular and Substantive Interaction (RSI)

Grading & Assessment

Instructional Technology Tools

Professional Development

Teaching Policies

Faculty Teaching & Learning Sessions

FAQs

About Us

Get Support

## Related Links

- › [Canvas Login](#)
- › [Zoom Login](#)
- › [Staff & Faculty Email](#)
- › [Online Learning](#)
- › [ITS Support - Help with Classroom Technology](#)

# Course Design

## Import the Cañada Full Course Template or the Getting Started Module Template

You can access our Full Course Template or just the Getting Started Module Template from the Canvas Commons. You can import the courses into either your real course shells, or into a sandbox shell to test it out. If you are ready to import the Cañada Course Template, navigate to the [Canvas Commons](#) and search for "Cañada Templates - Full Course Template" or "Cañada Template - Getting Started Module," and then select the Import button and the destination course shell. Watch the [Canvas Commons Overview Video \(3 minutes\)](#) for more information on importing content from the Commons.

## Customize the Template for Your Course

Be sure to click through all of the content in the template and remove all placeholder information and replace it with your course content. The Home Page, Getting Started Module, Syllabus and Announcements are all areas that require a lot of customization on your part.

## Put Together Your Course Welcome Packet

If you'd like to access our syllabus template, you can import our [Full Canvas Course Template](#). The Syllabus Template can be accessed by clicking on Syllabus on the left.

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## Explore More Course Design Resources

[Visit the Teaching Resources Respository](#)

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*Would you prefer to chat with someone?*

[Get Support from the Faculty Teaching & Learning Team](#)

## Course Template

*Using the Cañada Course Template is the easiest way to get a new course set up and ready to go in Canvas!*

The Cañada Course Template includes the following customizable resources, all of which are best practices in an effective, accessible, digital classroom environment:

- Homepage template
- Accessible Syllabus template
- Student Technical Support module
- Comprehensive Getting Started module
- Content Module template that can be duplicated as many times as needed
- Individual resource templates such as Pages, Discussions, and Assignments

Ready to get started? If you are ready to import the Cañada Course Template, navigate to the [Canvas Commons](#) and search for “Cañada Templates - Full Course Template,” then select the Import button and the destination course shell. Watch the [Canvas Commons Overview Video \(3 minutes\)](#) for more information on importing content from the Commons.

*Need a bit more information?*

Course Template Overview Video

Cañada Teaching Resource Repository

## Course Template Quick Guides

- [Course Imports & Date Adjustments \(3 minutes\)](#)
- [Setting Up Your Course Structure \(7 minutes\)](#)
- [Customizing the Course Navigation Menu \(3 minutes\)](#)
- [Managing Course Start & End Dates \(3 minutes\)](#)
- [Publish & Unpublish As Needed \(3 minutes\)](#)
- [Viewing Your Course As a Student \(4 minutes\)](#)
- [Setting Up the Attendance Tool \(4 minutes\)](#)
- [Adding an Image to Your Course Card \(1 minute\)](#)
- [Duplicating Items in Canvas \(1 minute\)](#)
- [Adding a Section for Students Finishing Incompletes \(3 minutes\)](#)

## Getting Started Module Template

The Getting Started Module, or Welcome Module, is one of the first areas of YOUR course that students interact with. It is your opportunity to set an inviting tone, introduce the course and requirements, and let students get acquainted with you!

A comprehensive Getting Started//Welcome Module should include, at minimum, the following resources to help students kick off successfully:

- Getting Started Overview
- Student Technical Support
- Syllabus & Instructor Contact
- Course Navigation Instructions
- Online Etiquette Guidelines
- Preparing for Success
- Student Support Services
- Course Q&A Forum
- Getting Started Summary

Ready for the great news? Cañada College has a Template Getting Started//Welcome Module that can be imported into any course shell! You can access the Getting Started content as a standalone module by navigating to the [Canvas Commons](#) and searching for “Cañada Templates - Welcome Module,” then select the Import button and the destination course shell.

*Need a bit more information?*

Getting Started Module Overview Video

Cañada Faculty Resource Repository

## Adding a Course Home Page

The course Home Page is the first view your students will see when they enter your course. Think of it as the first impression! In Canvas, there are a five Home Page layout options. While each Home Page option offers a variety of benefits, we will be focusing on the development of a Front Page as your course Home Page.

### Why This Is Important

When viewing the course Home Page, student should encounter important information about the course. This includes:

- A visual representation of the course (home page banner)
- A brief introduction or description of the course
- Clear instructions about where and how to begin the course
- Quick access to current content

Ready for the great news? The Cañada Course Template has three Home Page templates that can be imported and customized with ease. You can access the Cañada Course Template by navigating to the [Canvas Commons](#) and searching for “Cañada Templates - Full Course Template,” then select the Import button and the destination course shell.

***Need a bit more information?***

[Creating a Home Page Overview Video](#)

[Cañada Faculty Resource Repository](#)

|   |
|---|
| Student Technical Support                                       |
| Support   Canvas Guides   |
| Support   Campus Technical Support                              |
| Support   Zoom & Other Required Software                        |
| Getting Started   |
| OVERVIEW  |
| Getting Started   Overview                                      |
| ABOUT THIS COURSE   |
| Getting Started   Syllabus & Instructor Contact                 |
| Getting Started   How To Navigate This Course                   |
| Getting Started   Online Etiquette                              |
| STUDENT SUPPORT RESOURCES                                       |
| Getting Started   Preparing for Success                         |
| Getting Started   Building 9   Virtual Student Support Services |
| Getting Started   Course Q & A Forum                            |
| SUMMARY & LOOKING AHEAD   |
| Getting Started   Summary                                       |

[BACK TO TOP](#)

## Student Resources

[Academic Calendar](#)  
[Canvas](#)  
[Catalog / Schedule](#)  
[Financial Aid Eligibility](#)  
[Library / Bookstore](#)  
[Student Email](#)  
[WebSchedule / WebSmart](#)

## Security

[Clery Act](#)  
[Emergency Information](#)  
[Privacy Policy](#)  
[Report Concerning Behavior \(CARES Report\)](#)  
[Sexual Harassment \(Title IX\)](#)  
[Website Accessibility](#)

## Campus Information

[Accreditation](#)  
[A-Z Site Index](#)  
[Campus Map](#)  
[Consumer Information](#)  
[Employee Directory](#)  
[Search](#)  
[Student Outcomes](#)

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