

UNM CTL Course Template

The UNM CTL Course Template can be added to your course and provides a course structure to get you started. It includes:

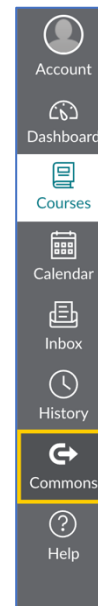
- Home Page
- Announcement
- Syllabus Page
- Canvas Resources
- Welcome & Orientation Module
- Lesson Module
 - Module Overview Content Page
 - Presentation Content Page
 - Group Discussion
 - Individual Assignment
 - Quiz
 - Wrap-up Content Page

Each page provides you (the instructor) with guidelines/suggestions as to how to use the sample.

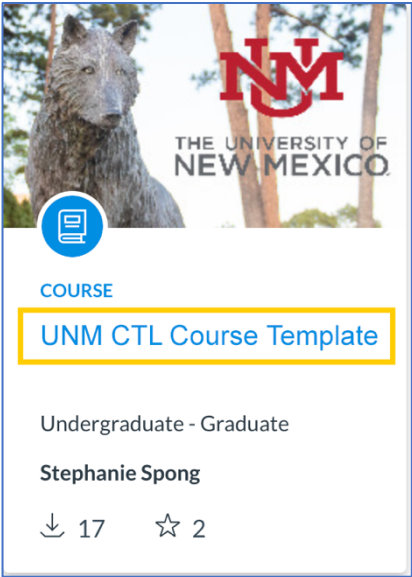
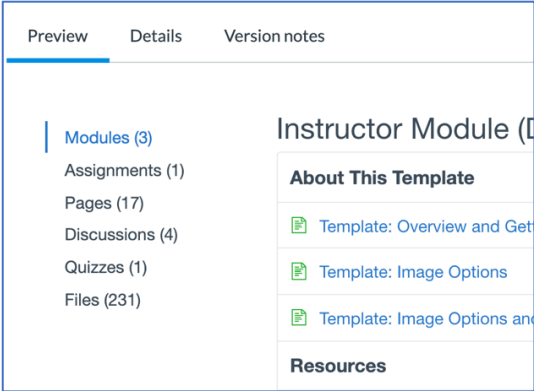
Updates will be added to the template within Commons as needed. **If you choose to accept the updates, they will overwrite any changes you made to existing content.** Please copy updates into your sandbox or a template course instead of your actual course so that you can avoid any overwrites.

View the Template's Contents

1. Click on the **Commons** button in the global navigation bar.

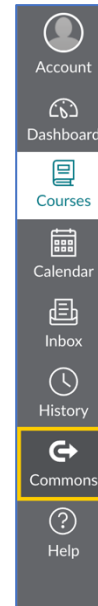


View the Template’s Contents (cont.)

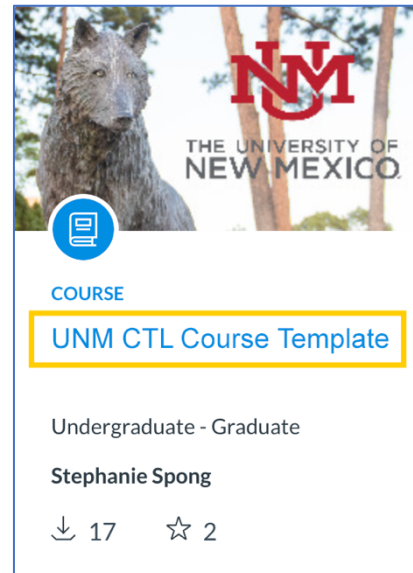
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| <p>2. Click on the title of the template.</p> |  <p>The screenshot shows a course template card for 'UNM CTL Course Template'. At the top is a banner image featuring a wolf statue and the University of New Mexico logo. Below the banner is a blue circular icon with a book symbol. The text 'COURSE' is in blue. The title 'UNM CTL Course Template' is highlighted with a yellow border. Below the title, it says 'Undergraduate - Graduate' and 'Stephanie Spong'. At the bottom, there are download and star icons with counts: 17 and 2 respectively.</p> |
| <p>3. Click on the Preview tab to see the template components.</p> <p>Click on the Version notes tab to see what recent changes have been made.</p> |  <p>The screenshot shows the 'Preview' tab of the template interface. It has three tabs: 'Preview' (selected), 'Details', and 'Version notes'. On the left, there is a sidebar with a list of components: 'Modules (3)', 'Assignments (1)', 'Pages (17)', 'Discussions (4)', 'Quizzes (1)', and 'Files (231)'. On the right, the main content area is titled 'Instructor Module (D' and contains sections for 'About This Template' and 'Resources'. Under 'About This Template', there are three links: 'Template: Overview and Get', 'Template: Image Options', and 'Template: Image Options and'.</p> |

Add the Template to Your New Course

1. Click on the **Commons** button.

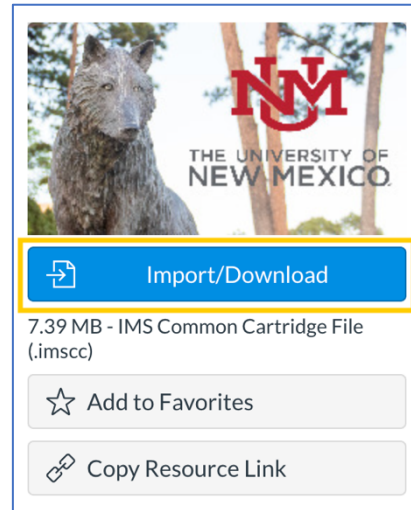


2. Click on the template's title.

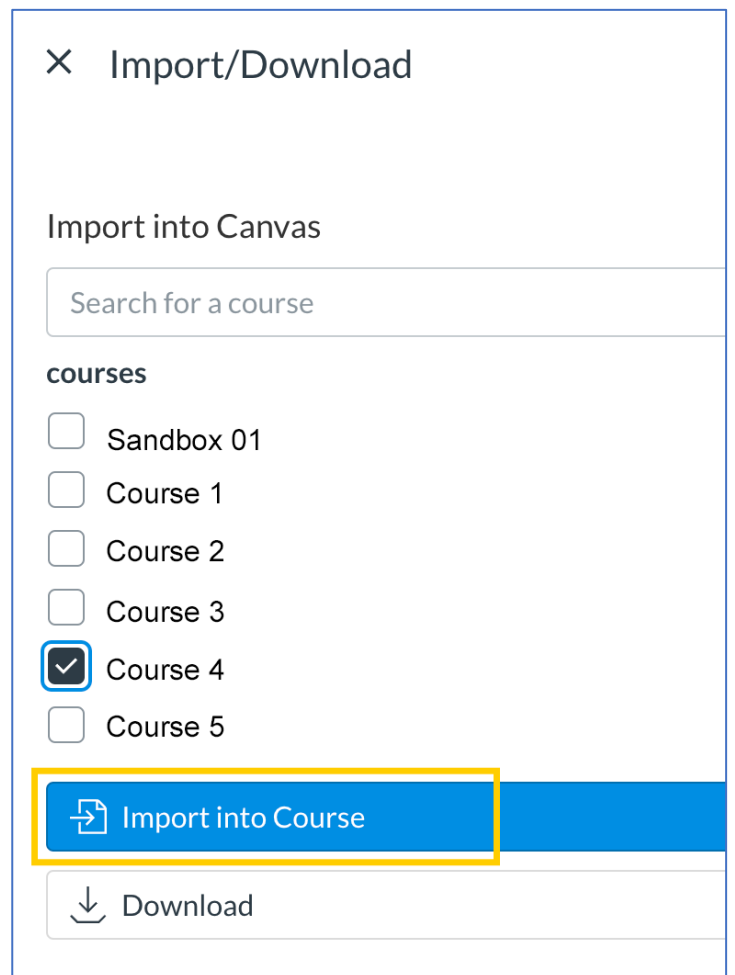


Add the Template to Your New Course (cont.)

3. Click on the **Import/Download** button.



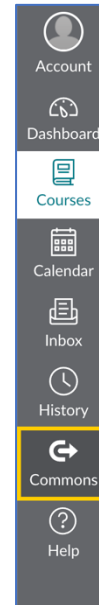
4. Select the course that you would like to add the template to and click on the **Import into Course Template** button.



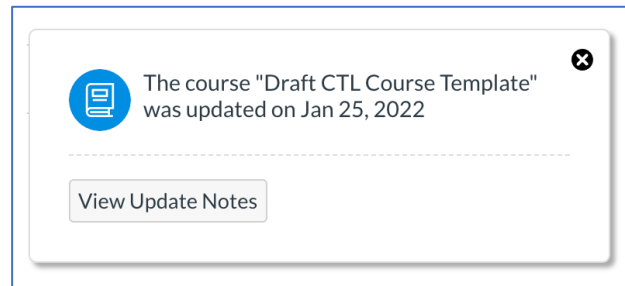
Check for Updates

Updates to Commons items are not automatically updated within your course. You will need to check to see if updates have occurred and determine if you would like to accept those changes.

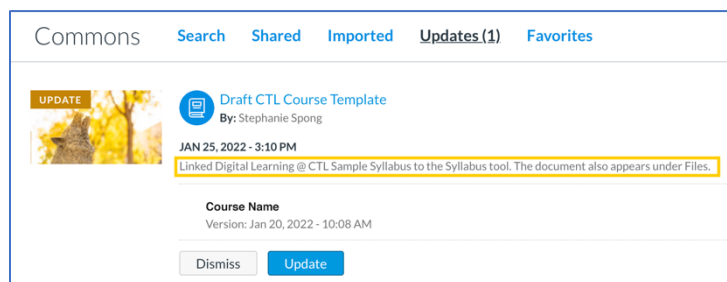
1. Enter the course where you have added Commons content.
2. Click on the **Commons button**.



3. If there was an update, you will see a notification in the menu bar and as a notification window.
4. To view information about the update, click on the **View Update Notes button**.

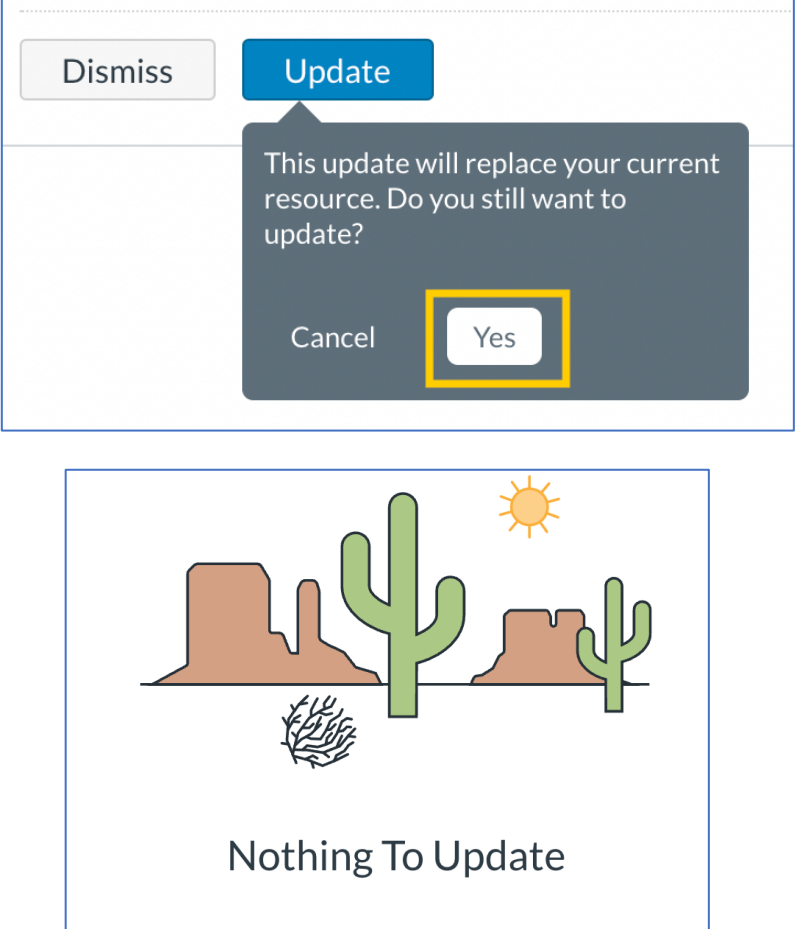


5. View the update notes on the following screen.



Make Updates

If you choose to update a previously imported resource, the previous version will be replaced by the new version. If you made changes to that previous version, all those changes will be overwritten. For this reason, we recommend pulling resources from Commons into a Sandbox or temporary course where you have not started working.

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| <p>1. Click on the Update button.</p> |  <p>The screenshot shows the Commons interface with tabs for Search, Shared, Imported, Updates (1), and Favorites. A resource titled 'Draft CTL Course Template' by Stephanie Spong is shown, dated JAN 25, 2022 - 3:10 PM. Below the resource details, there are 'Dismiss' and 'Update' buttons. The 'Update' button is highlighted with a yellow box.</p> |
| <p>2. Click on the Yes button. After the content has been updated, you will see a Nothing to Update screen.</p> |  <p>The first screenshot shows a confirmation dialog with 'Dismiss' and 'Update' buttons. A tooltip from the 'Update' button contains the text: 'This update will replace your current resource. Do you still want to update?' with 'Cancel' and 'Yes' buttons. The 'Yes' button is highlighted with a yellow box.</p> <p>The second screenshot shows a screen titled 'Nothing To Update' with an illustration of a desert landscape featuring cacti, rock formations, and a sun.</p> |
| <p>3. Clear your cache or restart your browser to view the updates.</p> | |