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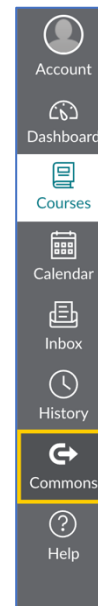
- Home Page
- Announcement
- Syllabus Page
- Canvas Resources
- Welcome & Orientation Module
- Lesson Module
  - Module Overview Content Page
  - Presentation Content Page
  - Group Discussion
  - Individual Assignment
  - Quiz
  - Wrap-up Content Page

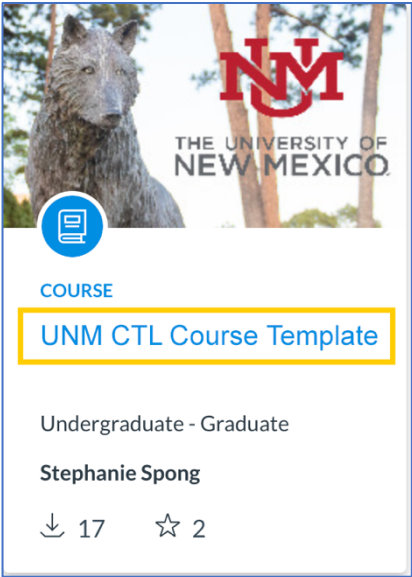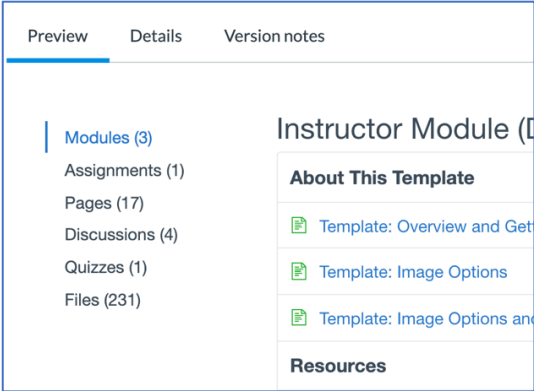Each page provides you (the instructor) with guidelines/suggestions as to how to use the sample.

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.)

2. Click on the title of the template.	**COURSE** UNM CTL Course Template Undergraduate - Graduate **Stephanie Spong** ↓ 17 ☆ 2

3. Click on the **Preview** tab to see the template components.
 	
Click on the **Version notes** tab to see what recent changes have been made.
	Preview Details Version notes
	
	Modules (3) Instructor Module (
	Assignments (1)
	Pages (17) **About This Template**
	Discussions (4)
	Quizzes (1) 📄 Template: Overview and Get
	Files (231) 📄 Template: Image Options
	
	            📄 Template: Image Options and
	
	            Resources

Add the Template to Your New Course
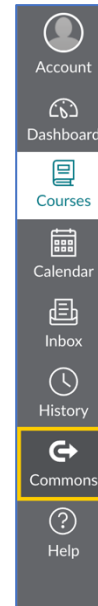
1. Click on the **Commons** button.	
2. Click on the template's title.	
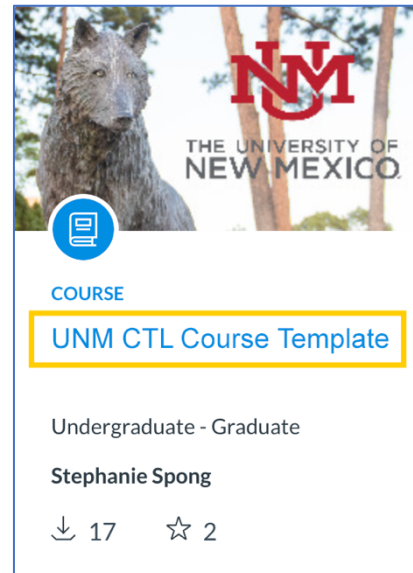
Add the Template to Your New Course (cont.)

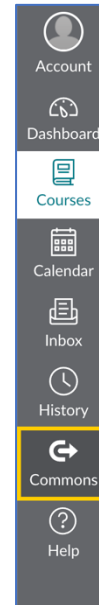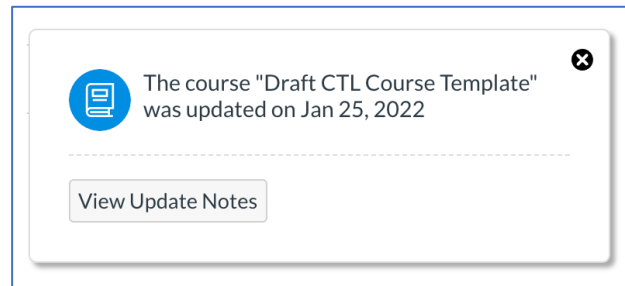|	
3. Click on the **Import/Download** button.	
4. Select the course that you would like to add the template to and click on the **Import into Course Template** button.	
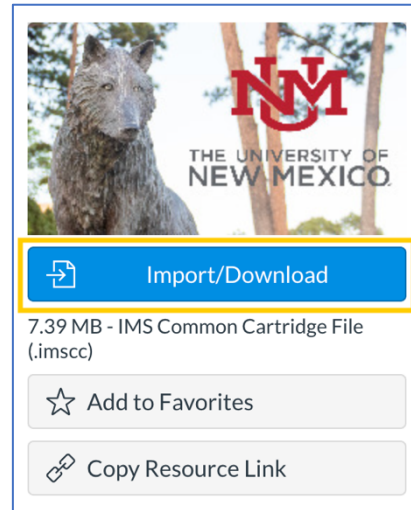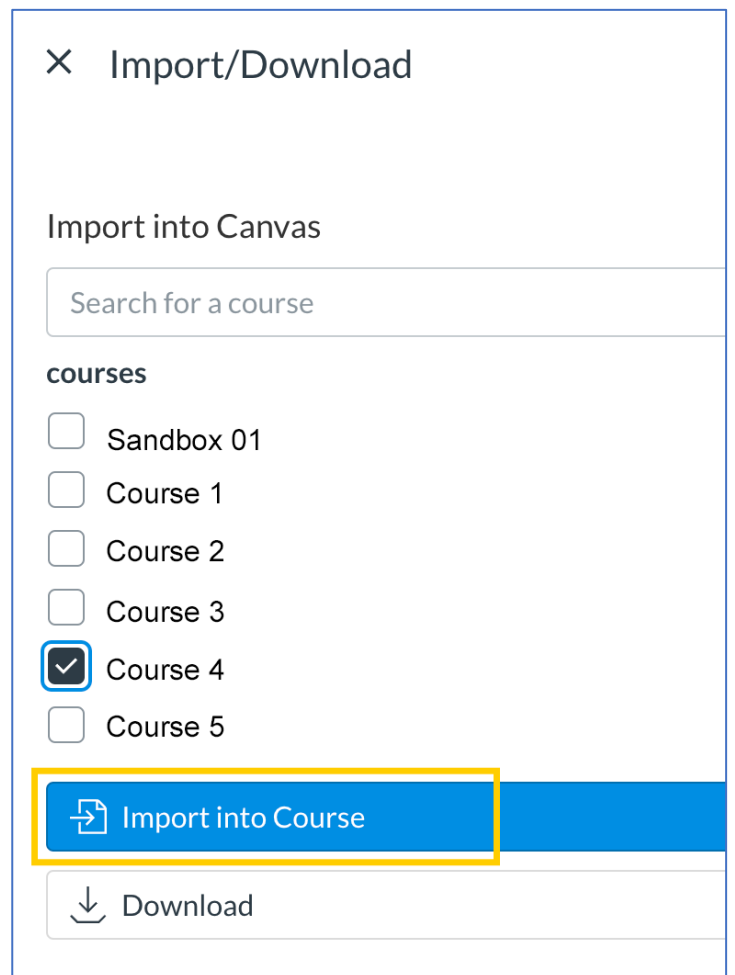
Check for Updates

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.
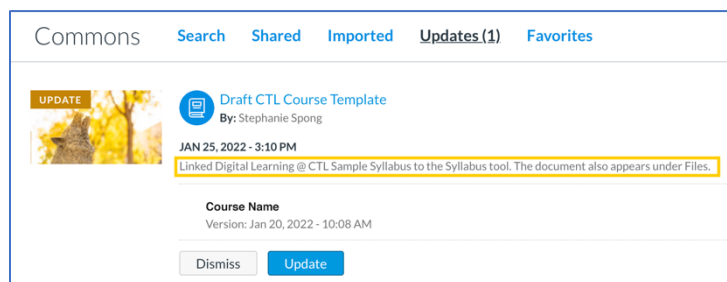
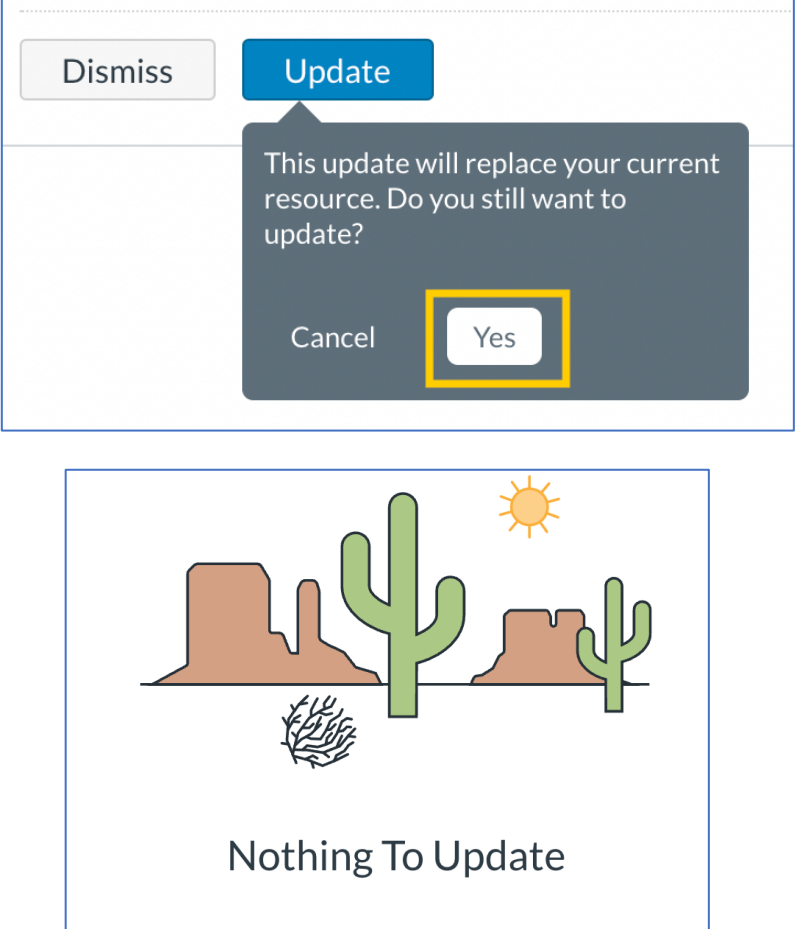|	
1. Enter the course where you have added Commons content. 2. Click on the **Commons button**.	
3. If there was an update, you will see a notification in the menu bar and as a notification window. 4. To view information about the update, click on the **View Update Notes button**.	
5. View the update 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.

1.	Click on the **Update button**.	Commons Search Shared Imported Updates (1) Favorites UPDATE Draft CTL Course Template By: Stephanie Spong JAN 25, 2022 - 3:10 PM Linked Digital Learning @ CTL Sample Syllabus to the Syllabus tool. The document also appears under Files. **Course Name** Version: Jan 20, 2022 - 10:08 AM Dismiss Update
2.	Click on the **Yes** button. After the content has been updated, you will see a **Nothing to Update screen**.	Dismiss Update This update will replace your current resource. Do you still want to update? Cancel Yes Nothing To Update
3.	Clear your cache or restart your browser to view the updates.	