Updating Canvas Page to New Module Page Template

EDT has created a new module page template for your Canvas courses. By using this new and modern template, content will be organized in a way that aligns with best practices while also providing students a consistent design and flow for navigating the modules across all programs.

If you requested EDT to copy the template to your demo course, follow the instructions for the Demo course. If you did not request this, follow all the instructions for the Fall 2021 course.

Adding Content to the New Page Template in Your Demo Course

If you enrolled EDT in your demo course, we have copied the new page template into that course. You will **not** find the template in your Fall 2021 course as you will be copying your course into the Fall 2021 course shell.

1. Access your demo course in Canvas.
2. Click **Modules** from the left-hand menu.

   Note: You will see we have copied the new module plan template to each module. This page will be unpublished.

3. Open the **new page** for the module you wish to update.
4. Click **Edit**.

   Note: Keep this window open. You will be copying the existing content from the old page to this new page.

5. Change the name from Module # Plan 2021 to the appropriate name (e.g. Module 4: Care of the Surgical Patient).
6. At the top, change NUR/NGR XXXX to your course number.
7. Open a new tab or window so you can access the page that has the **content in the old pages**.
8. Click **Edit**.
9. Copy the content by sections (i.e. description, objectives, etc.) from the **old plan page**.
10. Access the **new plan page** and paste the content to the corresponding section.

    Note: If your demo course has an Overview page and a Content page for each module, you will notice that we have combined those pages into one page in the new template.

11. Click **Save**.
12. Repeat these steps to copy all the content from the old page to the new page for all remaining modules.

    Note: Once you have updated all pages, you are done. You do **not** need to complete the remaining instructions on the subsequent pages. Those instructions are only if you need to update the Fall 2021 course.

## Adding Content to the New Page Template in Your Fall 2021 Course

EDT has imported a few blank module pages into your Fall 2021 course. If there are not enough pages, you will have to duplicate the pages to have copies, then copy content to the new pages, and finally link the new page in the module.

Duplicating the New Page

1. Access your Fall 2021 course.
2. Click **Pages** from the left-hand menu.
3. Click **View All Pages**.
4. You will see all new plans are named Module # Plan 2021.
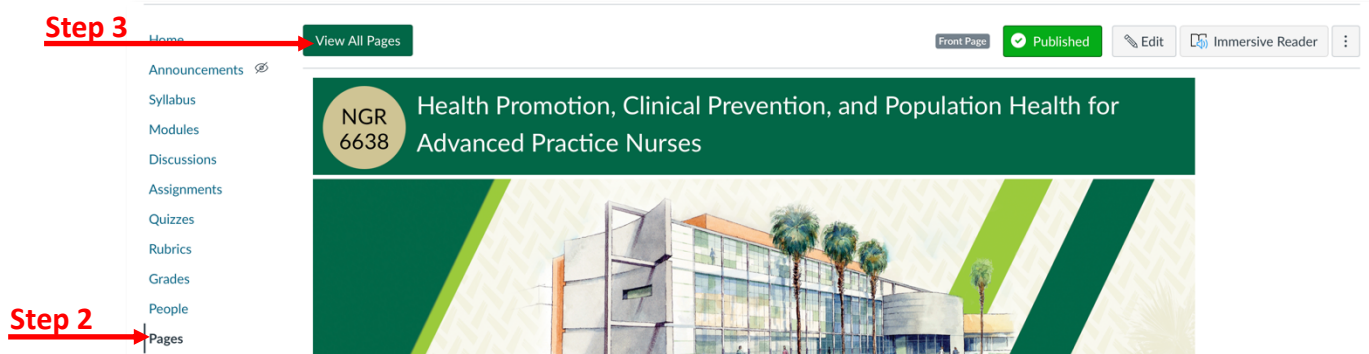
5. If you do not see enough pages for the number of modules you have, click the three vertical dots on the right of Module 1 Plan 2021.
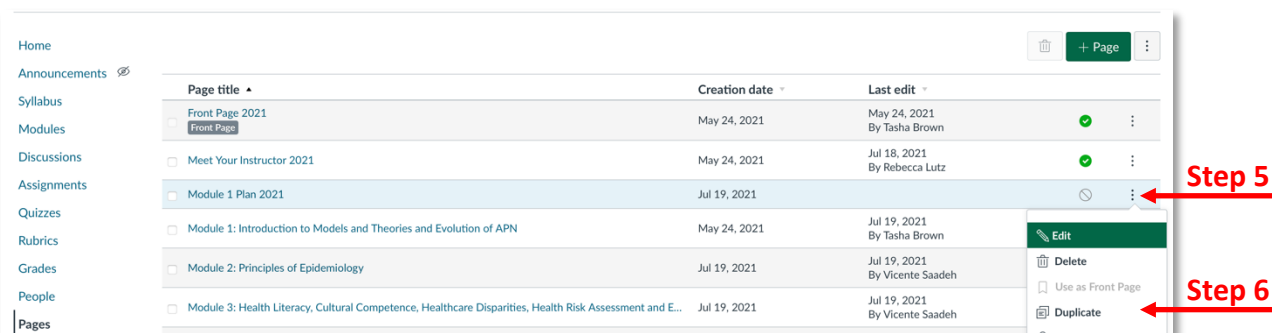
6. Click **Duplicate**.
7. Repeat this step to create as many extra pages as you need.

Adding Content to the Page

After you have determined you have enough pages, you are ready to begin adding content to the new pages.

1. Open the **new page** for the module you wish to update.
2. Click **Edit**.

   Note: Keep this window open. You will be copying the existing content from the old page to this new page.

3. Change the name from Module # Plan 2021 to the appropriate name (e.g. Module 4: Care of the Surgical Patient).
4. At the top, change NUR/NGR XXXX to your course number.
5. Open a new tab or window so you can access the page that has the **content in the old pages**.
6. Click **Edit**.
7. Copy the content by sections (i.e. description, objectives, etc.) from the **old plan page**.
8. Access the **new plan page** and paste the content to the corresponding section.

   Note: If your current course has an Overview page and a Content page for each module, you will notice that we have combined those pages into one page in the new template.

9. Click **Save**.
10. Click Repeat these steps to copy all the content from the old page to the new page.
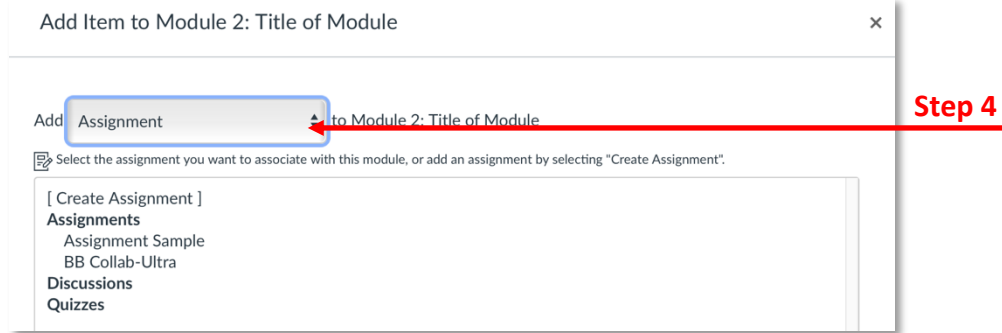11. Be sure to publish the page.
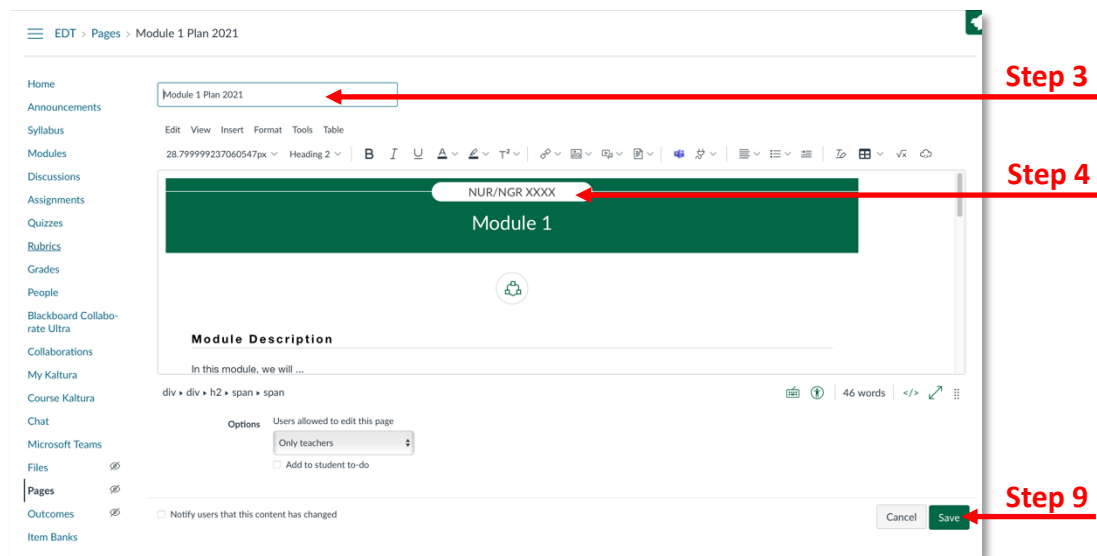
Linking the New Page in the Module

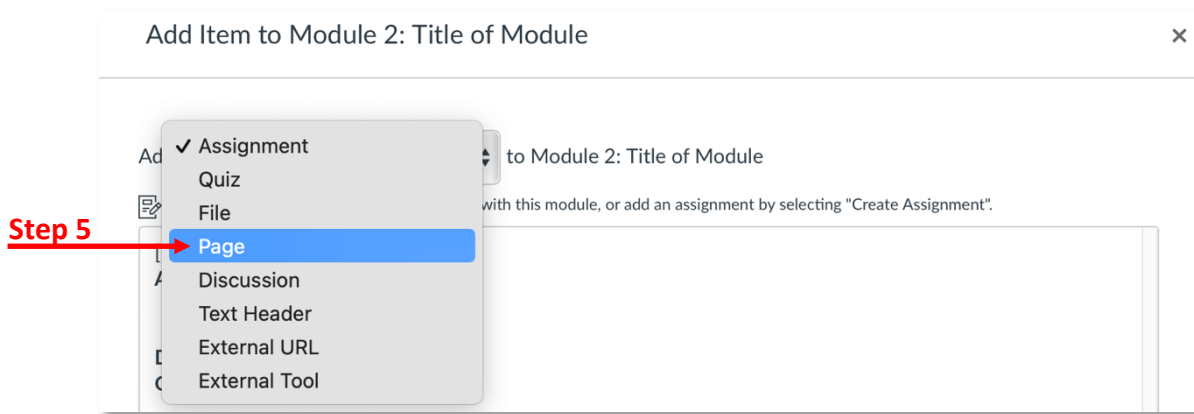Once you have added content to the new page and published it, you will have to link the page in the module.

1. Click **Modules**.
2. Navigate to the module you wish to add the page to.
3. Click the plus sign to the right for that module.

4. Click the down arrow next to *Add.*

Add Item to Module 2: Title of Module

Add | Assignment | to Module 2: Title of Module

Step 4

Select the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

[Create Assignment]
Assignments
    Assignment Sample
    BB Collab-Ultra
Discussions
Quizzes

5. Select **Page**.

Add Item to Module 2: Title of Module

Ad | ✓ Assignment | to Module 2: Title of Module
Quiz
File
Step 5 → Page
Discussion
Text Header
External URL
External Tool

6. Click the Page you would like to add.
7. Click **Add Item**.

Note: The new page will appear as part of that module.

Add Item to Module 2: Title of Module

Add | Page | to Module 2: Title of Module

Select the page you want to associate with this module, or add a new page by selecting "Create Page".

[Create Page]
Canvas Course Review Checklist
Front Page 2021
Meet Your Instructor 2021
Module 1 Plan 2021
Module 2 Plan 2021
Module 3 Plan 2021
Module 4 Plan 2021

Step 6

Indentation: Don't Indent

Cancel | Add Item | **Step 7**