RMC Canvas Course Templates

We recommend you view this document on a web browser rather than on a mobile device.

The **Table of Contents is on the left-hand side**. You may need to click to expand the TOC icon.
In the TOC, you may click on the text to go directly to that section.

You may want to preview [Template A](#) and [Template S](#) before importing a template.


How to Import a Template into Your Course

⚠️ **NOTES:**

- During an import, the pages, modules, assignments, etc. included in the template will be added to your course. Importing the template will **not** delete or overwrite any existing elements in the course.
- Once the template is imported, the template's homepage becomes your course homepage, which **needs editing**.
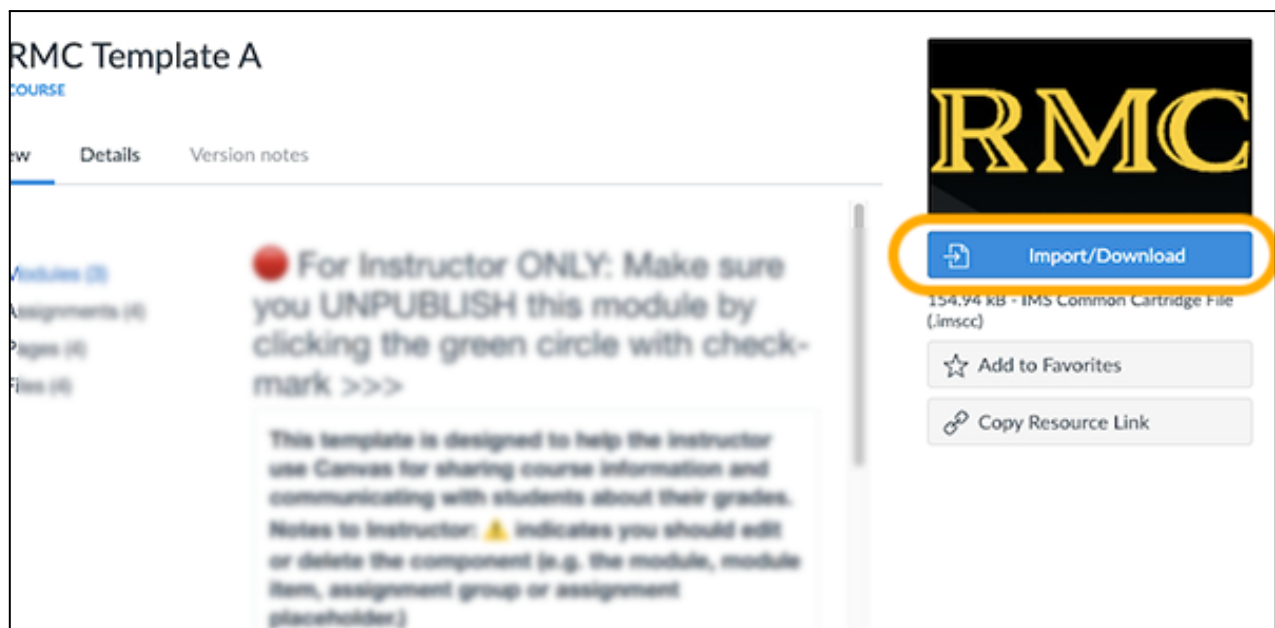
1. Navigate to the course where you will use the template. Select "Import From Commons".
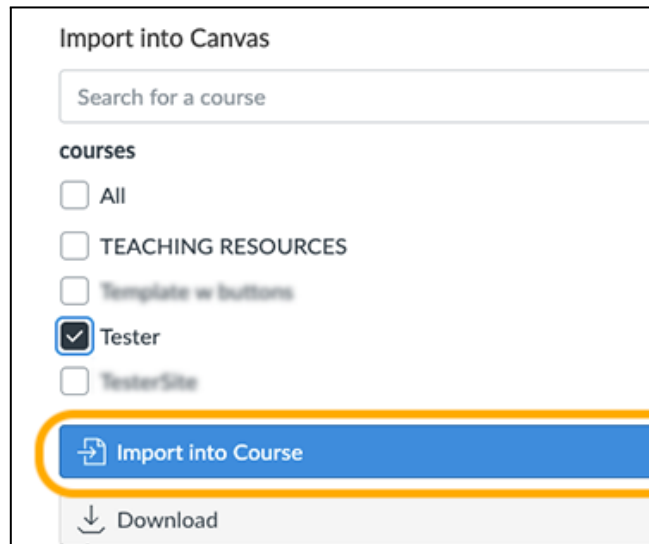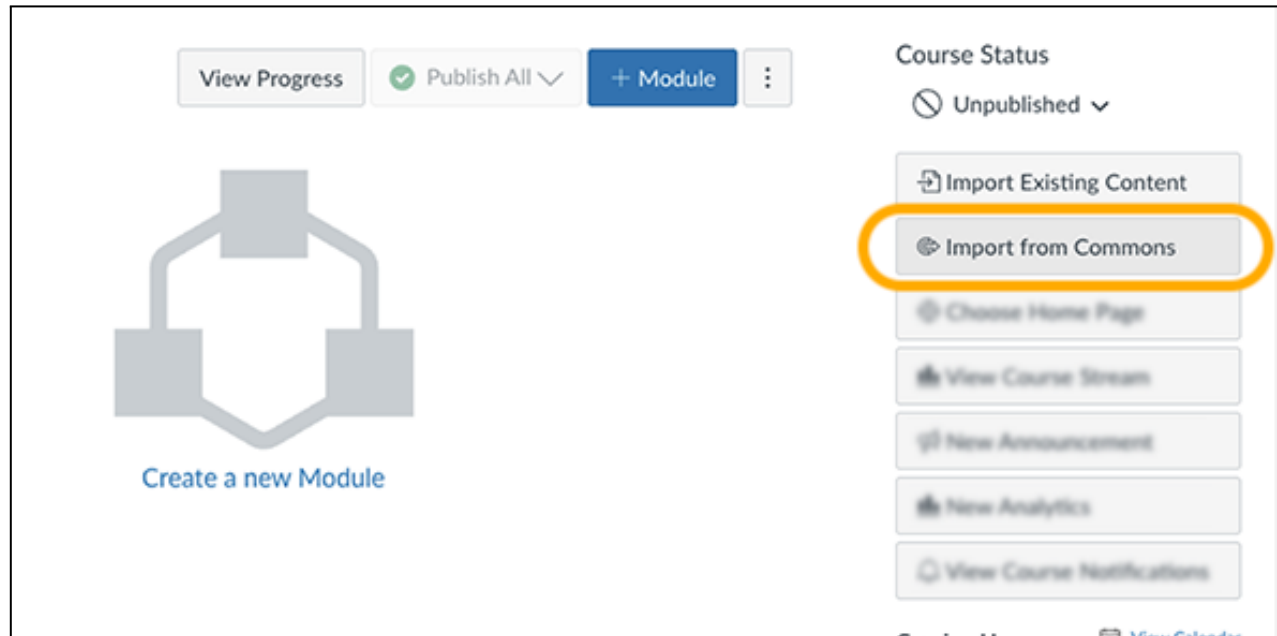
2. Search for "Randolph-Macon College". Scroll to locate "RMC Template A" or "RMC Template S". Click on the template you want to use.
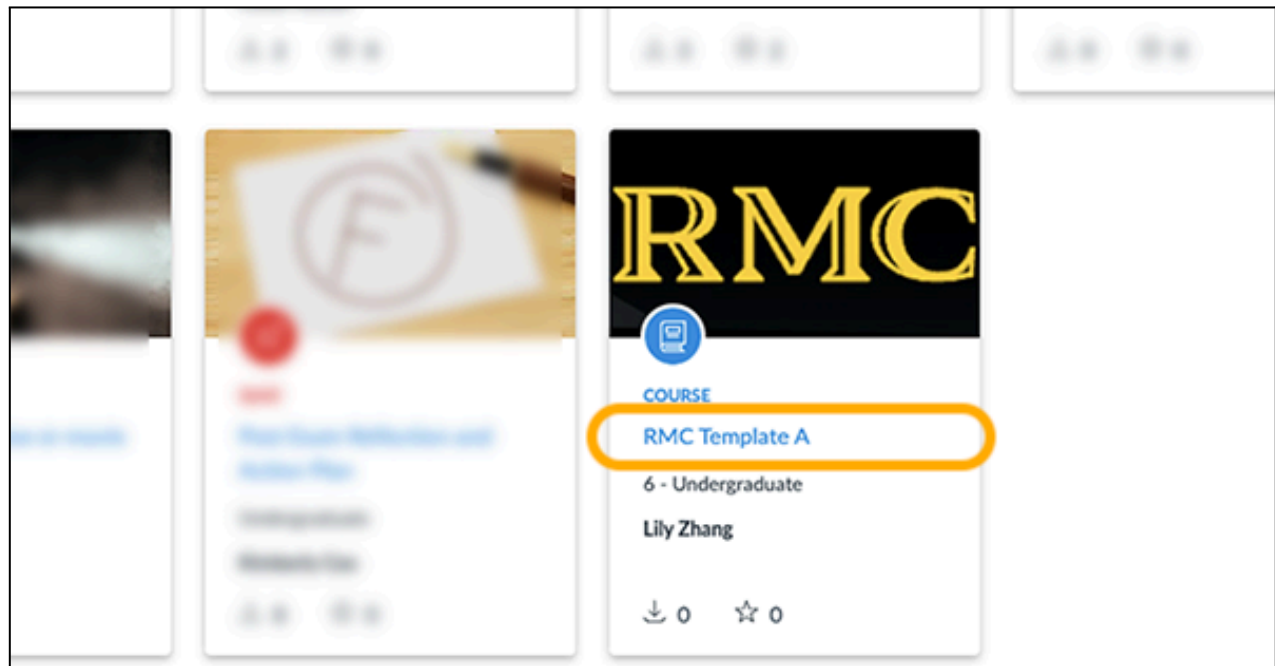
3. Click the "Import/Download" button.

4. Select the course(s) you want to import the template into. Click the blue bar to import. You will see a message about the status of import.

5. Navigate to Canvas Dashboard; select the course. If you see a new homepage, the import is complete. Learn how to edit the page.

Related: Adding Course Content & Setting up the Gradebook

Canvas Instructor's Tools

Design a student-centered Canvas course

Template A

Notes:

- You can sign into RMC Canvas to access the Student View of Template A

- ***Template A*** uses the Canvas **Modules** tool to guide student navigations in the course. This is the way preferred by most faculty.

- On the course navigation, links of Assignments, Discussions or Quizzes are disabled/hidden from students. The instructor should include links to assignments, discussions and quizzes in corresponding modules to give students access to them.

- The course navigation does include links to "Grades" and "People". Easy access to "Grades" is important for students. Making the "People" link available creates opportunities for students to contact each other.

Screenshot A1: **Student View** of the Homepage

🔊 Immersive Reader

Home
Announcements
Modules
Grades
People
Library Resources

RMC Template A

Instructor: To format the picture for proper display, click on it and select "Image Options", then choose **Size Medium** or **Large**

Welcome to Course number-Section number: Course Name!

In this class, you will learn the fundamentals of something great, explore some common tools and use them responsibly and ethically for learning, research and communication.

The links below contain important information you need to successfully complete the course.

⭐ **Course Syllabus & Policies**

🍎 **Your Instructor, Office Hours & Online Meeting Info**

📅 **Book a HAC Tutor** ⏏

⚙ **Canvas and Tech Help**

💬 **Students: Introduce yourself**.

📑 **APA** or **MLA** Help

... and other important info students need through the semester, across all modules. Press the Enter or Return key to add more.

Course Modules
Module 1	Name of the module topic
Module 2	Name of Module 2
Module 3	[link to the module]
Module 4	
Module 5	
Module 6	
...

📊 View Course Stream

📅 View Course Calendar

🔔 View Course Notifications

To Do

📢 Week 1 Announcement ✕
RMC Template A
Mar 11 at 4:48pm

Recent Feedback

Nothing for now

Screenshot A2: **Student View** of the Modules index page

Home
Announcements
Modules
Grades
People
Library Resources

Collapse All

▾ ✅ Useful throughout the Semester!

📄 Course Syllabus and Policies

📄 Your Instructor, Office Hours & Online Meeting Information

📄 Canvas & Tech Help

💬 Students: Please introduce yourself.

🔗 APA Help

▾ Module 1 | Name of the module

📄 M1 | Overview (Start the module here!)

🚀 M1 | Pre-test 1 (bonus point!)
    0 pts

💬 M1 | Discussions: Q&A by Students

READ, WATCH & TAKE NOTES. Textbook by [author]: Pp. 1-20

📎 Read: [PDF or other format Instructor has uploaded

🔗 Watch: [link to online video ➦

GROUP & COLLABORATION

📄 M1 Group Project Instructions

WHAT'S DUE?

📝 M1 Assignment 1: [name]
    100 pts

🚀 M1 Quiz 1, Online: [name]
    0 pts

📝 M1 Assignment 2: [specify if it's a Group assignment]

▸ Module 2 | Name of the module

Screenshot A3: **Teacher View** of the Modules index page

Notes:

1. The first module is Unpublished, and is only available to the instructor.
2. Use the module item "Text Header" as the header of student participation, for example, below in Module 1 "READ, WATCH and TAKE NOTES" is the header.
3. Publish or unpublish a module item as needed.

👓 View as Student ⊩

Home

Announcements

Modules

Grades

People

Library Resources

Discussions 🚫

Pages 🚫

Files 🚫

Syllabus 🚫

Outcomes 🚫

Rubrics 🚫

Quizzes 🚫

BigBlueButton 🚫

Collaborations 🚫

Assignments 🚫

Settings

Collapse All | View Progress | ✅ Publish All ⌄ | + Module | ⋮

⁞ ▾ 🔴 This module is for the Instructor ONLY: Be sure to UNPUBLISH the module & items by clicking the green dot >>

🚫 ▾ + ⋮

⁞ 🔗 _How to Create Course Content and Use the Gradebook 🚫 ⋮

⁞ 🔗 _Instructor Guides: How to Use Canvas Tools 🚫 ⋮

⁞ 📄 _Using Canvas and Designing a Module 🚫 ⋮

⁞ ▾ ✅ Useful throughout the Semester! ✅ ▾ + ⋮

⁞ 📄 Course Syllabus and Policies ✅ ⋮

⁞ 📄 Your Instructor, Office Hours & Online Meeting Information ✅ ⋮

⁞ 📄 Canvas & Tech Help ✅ ⋮

⁞ 💬 Students: Please introduce yourself. ✅ ⋮

⁞ 🔗 APA Help ✅ ⋮

⁞ ▾ Module 1 | Name of the module ✅ ▾ + ⋮

⁞ 📄 M1 | Overview (Start the module here!) ✅ ⋮

⁞ 🚀 M1 | Pre-test 1 (bonus point!)
0 pts ✅ ⋮

⁞ 💬 M1 | Discussions: Q&A by Students ✅ ⋮

⁞ READ, WATCH & TAKE NOTES. Textbook by [author]: Pp. 1-20 ✅ ⋮

⁞ 📎 Read: [PDF or other format Instructor has uploaded ✅ ⋮

⁞ 🔗 Watch: [link to online video ⤏ ✅ ⋮

⁞ GROUP & COLLABORATION ✅ ⋮

⁞ 📄 M1 Group Project Instructions ✅ ⋮

⁞ WHAT'S DUE? ✅ ⋮

⁞ 📝 M1 Assignment 1: [name]
100 pts ✅ ⋮

⁞ 🚀 M1 Quiz 1, Online: [name]
0 pts ✅ ⋮

⁞ 📝 M1 Assignment 2: [specify if it's a Group assignment] ✅ ⋮

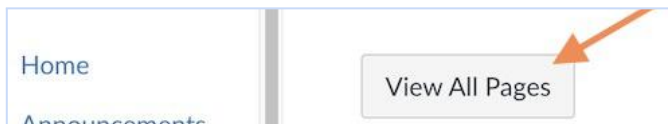⁞ 📄 M1 | Module Review 🚫 ⋮

⁞ 📄 M1 | Wrap up 🚫 ⋮

Screenshot A4: **Teacher View** of "All Pages"

Notes:

1. Click "Pages" on the course navigation, then select "All Pages" on the top left corner.

2. It will be helpful that the page's name begins with the prefix for the module that hosts the page, for instance, **M1| Overview**, where M1| is for Module 1. This naming scheme helps the instructor keep track of the pages.
3. An easy way to create a new page is to duplicate an existing page from the 3-dot icon, and rename the page.

Template S

Notes:

- [You can sign into RMC Canvas to access the Student View of Template S](#).

- **_Template S_** relies on the Canvas "**Pages**" tool. Students' navigation in the course is guided mainly by the links the instructor provides on the Home page and the subsequent pages. Some instructors think this design helps students see the big picture and the context of a module, as the learning content and assignments are organized on a single page - see [Screenshot S2](#).

- Many of the course navigation links are disabled and hidden from students. **Links to assignments, discussions and quizzes** should be included in corresponding pages or modules to give students access.

- It is very important that the name of a Page should start with the ==prefix== of the module, for instance, ==**M1 |** **Introduction to Microsoft Excel**==. This way the instructor can keep track of the pages.

- It is suggested that the instructor also name a discussion, assignment and quiz the same way - starting with the prefix of the module (e.x. ==**M1 |**== Quiz 1: the quiz's name)

- The course navigation includes links to "Grades" and "People". Easy access to "Grades" is important for students. Making the "People" link available creates opportunities for students to contact each other.

Screenshot S1: **Student View** of the Homepage

RMC Template S

This page has changed since you started viewing it. **Reload**

[To format the picture for proper display, click on it and select "Image Options", then choose **Size** Medium or Large]

Welcome to Course number-Section number: Course Name!

In this class, you will learn the fundamentals of something great, explore some common tools and use them responsibly and ethically for learning, research and communication.

The links below contain important information you need to successfully complete the course.

★	**Course Syllabus & Policies**
🍎	**Your Instructor, Office Hours & Online Meeting Info**
📅	**Book a HAC Tutor** ↗
⚙	**Canvas and Tech Help**
💬	**Students: Introduce yourself.**
📑	**APA** or **MLA** Help

... and other important info students need through the semester, across all modules. Press the Enter or Return key to add more.

Course Modules

Module 1 | Name of the module topic

Module 2 | Name of Module 2

Module 3 | [link to the module]

Module 4 |

Module 5 |

Module 6 |

📊 View Course Stream

📅 View Course Calendar

🔔 View Course Notifications

To Do

Nothing for now

Recent Feedback

✓ 1.1 First Quiz
  0 out of 0

Screenshot S2: **Student View** of a Page (after clicking on "Module 1" link on the Homepage)

Home

Announcements

Grades

Modules

People

Library Resources

M1 | Topic or label of the Module

📄 Description

sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf. Ibmrem rbgort houre uqrei llt reh whrgerenmn. sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf. Ibmrem rbgort houre uqrei llt reh whrgerenmn. sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf. Ibmrem rbgort houre uqrei llt reh whrgerenmn. sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf. Ibmrem rbgort houre uqrei llt reh whrgerenmn. sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf. Ibmrem rbgort houre uqrei llt reh whrgerenmn.

⊕ Learning Objectives

By the end of the module, students will be able to:

- Describe the process of solving uqrei llt.
- Calculate Ibmrem rbgort houre uqrei llt reh whrgerenmn.
- Apply the above in solving sdlkgnd sgjd sdkgj.

👤 Student Participation

Reading:

- The Great Article [uploaded file or link to the article]
- Book [title, author, pages, link if applicable]
- The Website [link to the site]
- Slide deck (uploaded file or link)

Watching:

- The video [link]

Post to the Class Discussion [link]

[Other ...]

⬡ Group Work

Instruction: Ibrem sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf Ibrem sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf

Ibrem sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf Ibrem sdlkgnd sgjd sdkgj sdlg eifhshjfg dgkf

[Link if applicable]

❓ Assessments

Quiz 1.1 Label/Name (Date & Time, Duration)   [Link to the quiz, and **Remember** to publish the quiz!]

Assignment 1.1 Label/Name (Due Date & Time).   [Link to the assignment, and **Remember** to publish the assignment!]

Quiz 1.2 Label/Name (Date & Time, Duration)   [Link to the quiz, and **Remember** to publish the quiz!]

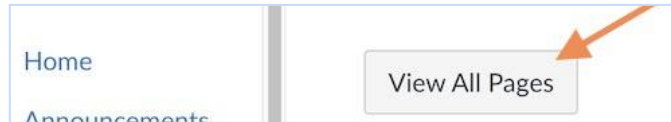[Optional - If the instructor wants to post more info in addition to THIS page, such as the Answer Keys to a quiz]

Go back to Home page, or click below for another module.

Screenshot S3: **Teacher View** of "All Pages"

Click "Pages" on the course navigation, then select "All Pages" on the top left corner.

An easy way to create a new page is to **duplicate** an existing page from the 3-dot icon, and rename the page. It is very important that the name of a Page should start with the prefix of the module, for instance, **M1 |** Introduction to Microsoft Excel, where M1| is the prefix.

	Page title ▲	Creation date ▾	Last edit ▾		
Home					
Announcements	☐ _Gagné's Events of Instruction for the design of a course module	Mar 11, 2025	Mar 20, 2025 By Lily Zhang	⊘	⋮
Grades	☐ _Getting Started with Canvas course creation			⊘	⋮
Modules	☐ _How to use this Template			⊘	⋮
People	☐ Canvas and Other Tech Help			✅	⋮
Library Resources	☐ Citation Help			✅	⋮
	☐ Course Syllabus & Policies			✅	⋮
Pages	☐ M1	Topic or label of the Module			✅	⋮
	☐ M1	YOUR Additional Page for Module 1. Ex. Keys to the M1 quiz questions.]			✅	⋮
	☐ M1	YOUR Additional Page of Module 1 (duplicated from "YOUR Additional page for Mod...			⊘	⋮
	☐ M2	Topic			✅	⋮
	☐ M2	YOUR additional page of Module 2 -- Duplicate me as needed for Module 2			✅	⋮
	☐ M3	topic			✅	⋮
	☐ M3	YOUR Additional Page of Module 3 -- Duplicate me as needed for Module3			⊘	⋮
	☐ M4	topic			⊘	⋮
	☐ M4	YOUR Additional Page of Module 4 -- Duplicate me as needed for Module 4			⊘	⋮

Note that the "Front Page" is the home page of the Canvas course. In the template, the page name is "RMC Canvas Template S". Once it is imported, the page name will be changed to the course number-section number (E.g. ENGL-100-01).

| | RMC Canvas Template S
Front Page | Mar 11, 2025 | Mar 21, 2025
By Lily Zhang | ✓ | ⋮ |

Screenshot 4: **Modules** Index

"Modules" is used primarily for guiding students to move from one course module to another. Note that currently each module only contains one page. Clicking on the page opens a screen that looks like Screenshot 2.

Navigation Sidebar

Home
Announcements
Grades
Modules
People
Library Resources
Assignments 🚫
Discussions 🚫
Files 🚫
Pages 🚫
Quizzes 🚫
Syllabus 🚫
Collaborations 🚫
Outcomes 🚫
Rubrics 🚫
BigBlueButton 🚫
Settings

Toolbar

Collapse All | View Progress | ✅ Publish All ⌄ | + Module | ⋮

⏺ ▶ Important Information

📄	Course Syllabus & Policies	✅	⋮
📄	Your Instructor, Office Hours & Online Meeting Info	✅	⋮
🗨	Students, Please introduce yourself.	✅	⋮
🔗	Book a HAC Tutor ↗	✅	⋮
📄	Canvas and Other Tech Help	✅	⋮
📄	Citation Help	✅	⋮

Module 1 | Label or name of the module

📄	M1	Topic or label of the Module	✅	⋮

Module 2 | Label or name

📄	M2	Topic	✅	⋮

Module 3 | Label

📄	M3	topic	✅	⋮

Module 4 | Label

📄	M4	topic	🚫	⋮

Module 5 | Label

📄	M5	Topic of Module 5	🚫	⋮

Module 6 | Label

📄	M6	Topic of Module 6	🚫	⋮

Contact [Lily Zhang](#) for questions.