



## How to Import Your Canvas Course Template

Welcome Back!

To help you get your Canvas pages set up quickly and ensure all required components are in place, we've made a ready-to-use template available in the Canvas Commons.

Importing this template takes just a few clicks and gives you a fully structured course shell to build from.

### How to Pull the Template from Canvas Commons

1. **Log in to Canvas** and click the **Commons** icon located on the global navigation menu (the far-left bar).
2. **Search for the template** by typing "[\\* Westfield Blueprint Template](#)" into the search bar at the top of the page.
3. **Select the template** from the search results to open the preview page.
4. **Click the blue "Import/Download" button** on the right side of the screen.
5. **Select the course(s)** you want to apply the template to from your course list.
6. **Click "Import into Course."**

**Once Loaded follow this [BOY Canvas Checklist](#) to personalize your Canvas Set up**

### How to Set Your Course Homepage

Once the template finishes importing, set the template home page as your default landing page:

1. **Open your Canvas course** from your Dashboard.
2. **Click "Pages"** in your left-hand course menu.
3. **Click "View All Pages"** at the top of the screen.
4. **Find the imported Homepage**, click the **three vertical dots** on the far right of that item, and select **"Use as Front Page."**
5. **Click "Home"** at the top of your course menu.
6. **Click "Choose Home Page"** on the right-hand side menu.
7. **Select "Pages Front Page"** and click **Save**.

Your course home page is now officially set and ready for you to customize!

**Here are some resources that might help you along the way:**

- [Instructure Guide: Teacher Resource](#)