



Adding the SUMMER Introduction Module to your Canvas Course



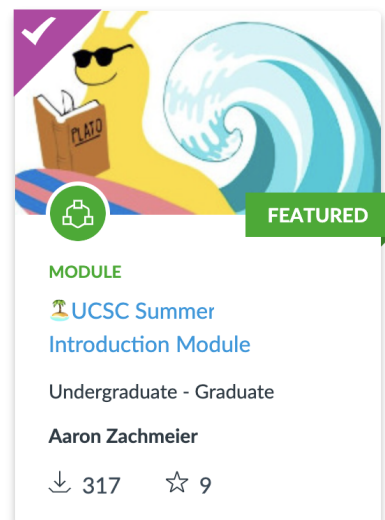
The Introduction Module provides students with standard information about managing their course, accessing campus resources, and their learning **plus** info and date relevant to Summer Session. All items in this module can be used as they are—no editing or customization necessary but you should feel free to change anything you'd like, move items around, unpublish or delete pages you don't need.

The Introduction Module is contained in a **Module**. Organizing your course in Modules is preferred by students. If you are not using Modules, you can still link to the information in other ways.

1. Navigate **to the Canvas course** that you want the Introduction Module information to be copied to.
2. Click on **Import from Commons**, located in the navigation bar on the right side of the screen (on smaller screens the button may be on the bottom of your screen).
 - You *may* be prompted to Authorize Commons. If you are prompted, click Authorize. This is normal behavior.
3. In the search bar at the top, start typing: **UC Santa Cruz Summer Introduction Module**. You'll see a module called with a picture of the surfing Sammy (*pictured right*). Click on the title/card.
4. Click on the blue **Import/Download** button.
5. Select the course(s) you'd like to add the module to and click **Import into Course**.
6. You'll see "You have successfully started the import! It may take a little while to see changes in your course."
7. Return to your course. If you had existing modules, The Introduction Module will be imported underneath them. To move the Introduction to the top of your page, either drag the module (using the ☰ icon) **or** click on the ☰ and Move Module to the top (*pictured right*).
8. Once the Introduction Module is at the top of your course, you are ready to go! The items in this module can be used as they are but you should **feel free to change anything you'd like, move items around, or unpublish or delete pages you don't need**.

Import from Commons

Choose Home Page



MODULE

UCSC Summer Introduction Module

Undergraduate - Graduate

Aaron Zachmeier

317 9

Complete All Items

Edit

Move Contents...

Move Module...

Need to update? [Check for updates and apply them from Canvas Commons - here's directions.](#)

Need more help? Email tlc@ucsc.edu or visit [office hours](#). 🕶️

Enjoy your summer!