



Toolkit: How to add the Sync Template from the Canvas Commons

The ASU Sync Course Template was developed with student and instructor resources for ASU Sync. It is available in the Commons, which is a library of free-to-use course resources. This guide covers how to search and import the Sync template into your course.

WARNING: Importing the entire template into a course with existing content has the potential to overwrite some of the existing material. If you have content in your course already, you may want to download the template into a separate Canvas "Dev" course and copy individual content into your course. Please reach out to your college instructional designers or <https://lms.asu.edu/> if you have questions about how to use the template in your course.

ASU Canvas Commons

Access Commons

Instructions

- Access Canvas (canvas.asu.edu, or accessing from MyASU.edu). In the Global Navigation, click the Commons link.
- Use the search bar to search for "ASU Sync", or whatever else you are looking for. Note that you can use the filter to narrow your search.
- Click on **ASU Sync Course Template** to view and preview



Import entire course

This option is ideal for anyone building their Canvas course from scratch. If you already have a course shell setup, you might be better off selecting specific content to import. Adding the course template to your course will change your existing settings.

Instructions

- Select the **Import/Download** button

- Search for the course you would like to import the resource, or select the course from the list. Then, click the **Import into Course** button.
- This process may take a minute or two. You may get some errors that will not affect functionality. Test it out by going to your course from the Dashboard or course list.

Import select content

If you already have a course shell setup close to your liking, consider importing select components of the template

Instructions

- Select the **Import/Download** button
- Scroll to the bottom of your course list and select **Download**. A zip file will download to your computer
- Go to the course where you would like to add elements of the template
- Select **Settings**. Click the **Import Course Content** link (on the right hand menu or at the bottom of the page)
- In the Content Type drop-down menu, select "Canvas Course Export Package".
- Click Browse to select the .imsc file you just downloaded
- In the Content section, click the **Select specific content** radio button.
- Click **Import**.
- In the Current Jobs section, click the **Select Content** button.
- Expand the group and select the specific items to be imported

Consider adding these student elements

- Modules
 - Sync Student Information
 - Quizzes**
 - OPTIONAL Survey - Feedback on Sync Learning
 - Pages**
 -  Overview pages for tools you may be using (Respondus Lockdown Browser, VoiceThread, Slack, Yellowdig, Zoom)
 - Remote Learning
 - Click **Select**. Once completed, look for the content in the corresponding section. I.e. pages, modules, etc.
 - **You can add pages and quizzes to modules to make them accessible to students.
 - You can repeat these steps to add more components to your course
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