



Canvas course templates provide a starting structure to meet different learning needs.

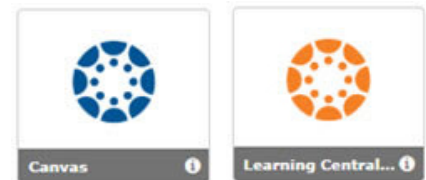
WCPSS course templates can be found in Canvas Commons.

Best practice for using templates is to test content in an empty manual course. Manual courses can be created from the Canvas Portal at <http://canvasportal.wcpss.net>.

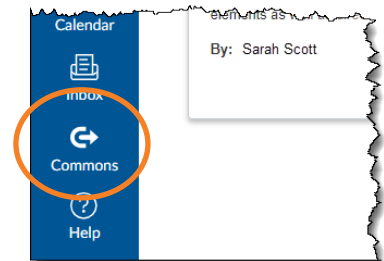
## Find and Import Course Template

1. Log into WakeID Portal at <http://wakeid.wcpss.net>.

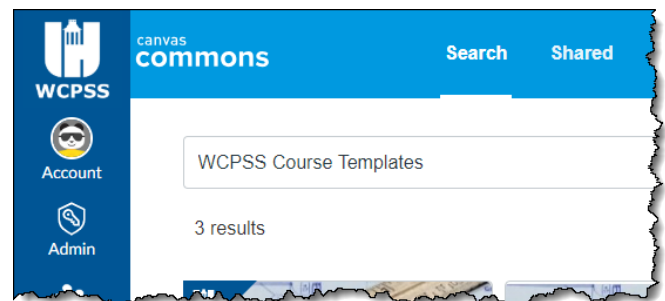
2. Click **Canvas** or **Learning Central**.



3. From global navigation bar, click **Commons**.

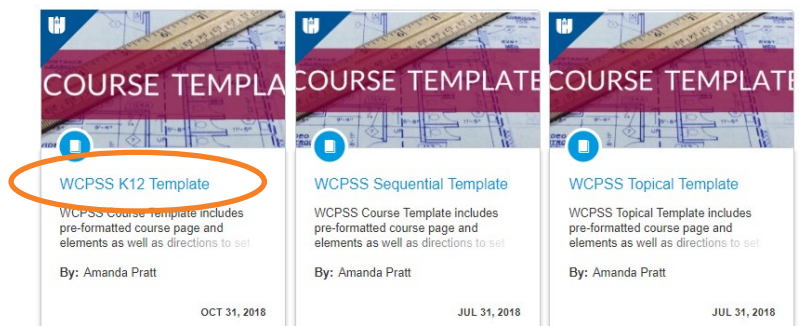


4. Search for **WCPSS Course Templates**.



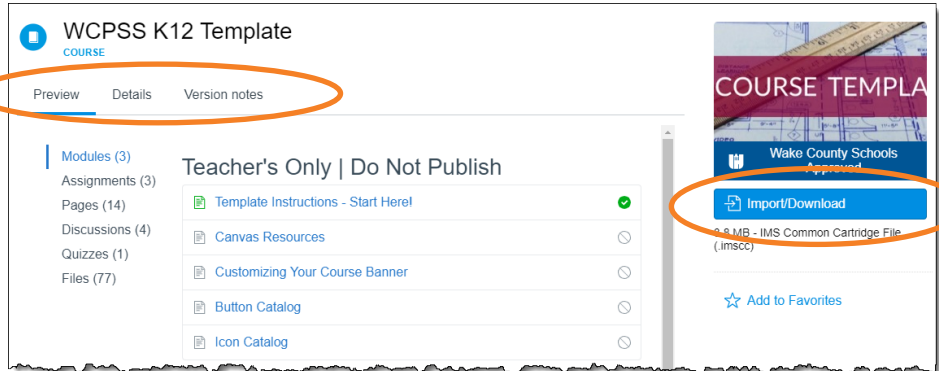
5. Click title of desired template.

- **WCPSS K12 Template**  
Courses for K12 students
- **WCPSS Sequential Template**  
Courses for adult learning
- **WCPSS Topical Template**  
Resources for adult learning





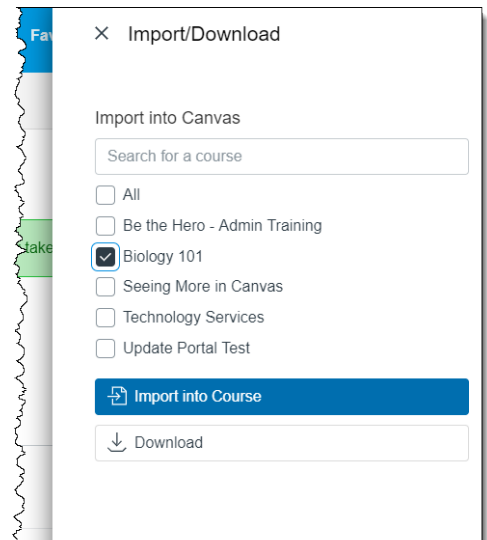
6. Use tabs to preview template content, view template details and see version notes.



7. Click **Import/Download**.

8. Select **course(s)** for the import.

**NOTE:** Best practice for using templates is to test content in an empty manual course.



9. Click **Import into Course**.

## Using the Template

1. Navigate to course where template was imported.
2. Content will be imported into course and can be manipulated to fit the needs of the students and teacher.

**OPTIONAL:** Reset course content to start with a blank course before importing. Learn how to reset course content at <https://community.canvaslms.com/docs/DOC-2982>.