

UBC Forestry

New Canvas Template

In the new Canvas Template, we have brought in some navigational changes to improve the user experience. This new template organizes content into subcategories/tabs, which also requires HTML coding skills. Please experience the new template from this self-enrol link:

<https://canvas.ubc.ca/enroll/EYBEBA>.

The new template has two benefits:

- It provides a structure that helps students integrate course contents, activities, and assignments into one page.
- Rather than having a long list of modules, it presents a more concise way to organize course materials.

Please note that:

- The “View Progress” function on the Module page may not be representative of how much work a student has actually completed using this module, as a student who views one tab will be considered to have made the same amount of progress as a student who has viewed multiple tabs.

The figure displays two side-by-side screenshots of a Canvas LMS page. The left screenshot is a desktop view showing a navigation menu with tabs for 'Introduction', 'Readings', 'Fundamental Concepts', 'Self Check', 'Pre-readings and Discussion', 'Graded Assignments', 'Summary', and 'Self Review'. The main content area is titled 'Topic Introduction' and contains text about tropical forests, species richness, and learning outcomes. The right screenshot is a mobile view showing a similar layout but with a simplified navigation menu and a mobile-optimized content area. The mobile view shows a 'Content' section with a list of links: 'Introduction', 'Readings', 'Fundamental Concepts', 'Self Check', 'Activities & Assignments', 'Summary', and 'Self Review'. Below this is a 'Topic Introduction' section with a brief overview and learning outcomes.

Figure 1 A screenshot of desktop view (Left) and mobile view (Right) of the new template.

Import the template

Note: Before importing, please download Canvas Template Package to your hard drive. Download link here: <https://canvas.ubc.ca/courses/70140/files/11130738/download?wrap=1>

1. Select **“Import Existing Content”** from your Canvas course’s home page.

The screenshot shows the Canvas course interface. On the left is a navigation menu with items like Home, Announcements, Modules, Discussions, Assignments, Quizzes, Zoom, Collaborate Ultra, Syllabus, People, Grades, Secure Exam Proctor, Lockdown Browser, Rubrics, ComPAIR, My Media, Media Gallery, New Analytics, SCORM, and Badges. The main content area features a video player titled 'Kaltura Quiz' showing a man in a Santa suit. To the right of the video is a sidebar with several buttons: 'Import Existing Content' (circled in red), 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', 'New Analytics', and 'View Course Notifications'. Below these is a 'To Do' section with three items: 'Grade Quiz 1 for DUE/AVAILABILITY', 'Grade Final Exam- Requires Respondus LockDown Browser', and 'Grade group assignment page test'. At the bottom right is a 'Coming Up' section with a 'View Calendar' link.

2. Select **“Canvas Course Export Package”** in the **“Content Type”** drop-down menu.

The screenshot shows the 'Import Content' dialog box. It has a title bar 'Import Content' and a 'Content Type' dropdown menu that is open. The dropdown list includes: 'Select One', 'Copy a Canvas Course', 'Canvas Course Export Package' (which is highlighted with a blue bar and a checkmark), 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9 export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QTI .zip file'. Below the dropdown are 'Cancel' and 'Import' buttons.

- Then, click **“Choose File”**.

Import Content

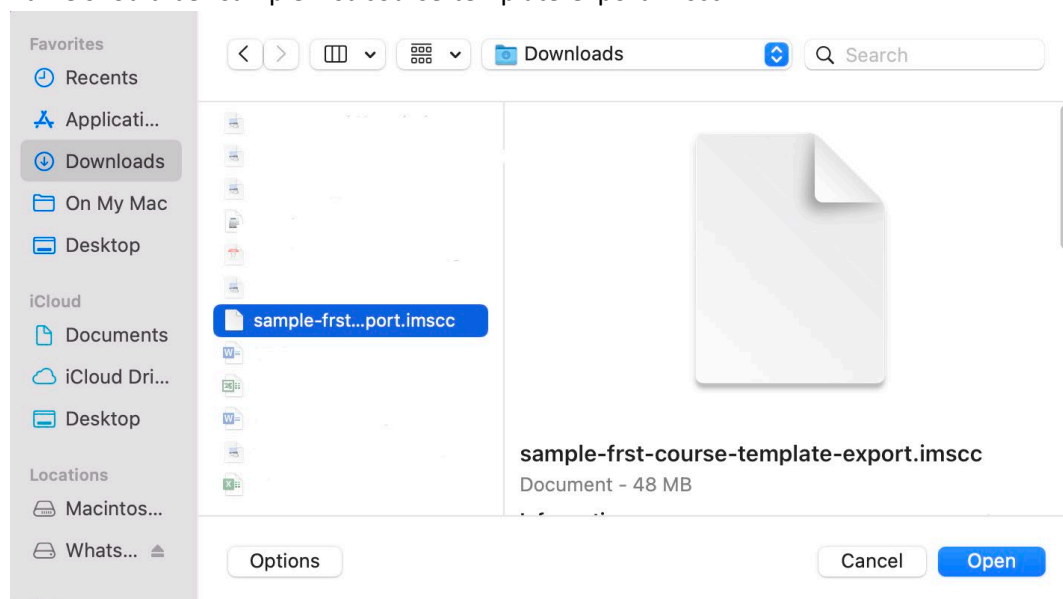
Content Type

Source No file chosen

Content All content
 Select specific content

Options Adjust events and due dates

In the pop-up document browser, select the Canvas Template file you have downloaded. The file name should be **“sample-frst-course-template-export.imsc”**



- Then, in the content section, Canvas provides you with two options:

Import Content

Content Type

Source sample-frst-c...e-export.imsc

Content All content
 Select specific content

Options Adjust events and due dates

- a. The “**Select specific content**” option allows you to select specific content you want to import in a course. Later on, if you opt for this option, you will choose the content to be imported after viewing the remaining page options.
 - b. The “**All content**” option will copy and paste everything from one course to another.
5. Canvas also allows you to adjust due dates in bulk when importing a course in the “**Options**” field. However, since all the due dates of this template are not configured, you don’t need to select “**Adjust events and due dates**”.

Import Content

Content Type

Source sample-frst-c...e-export.imsc

Content All content
 Select specific content

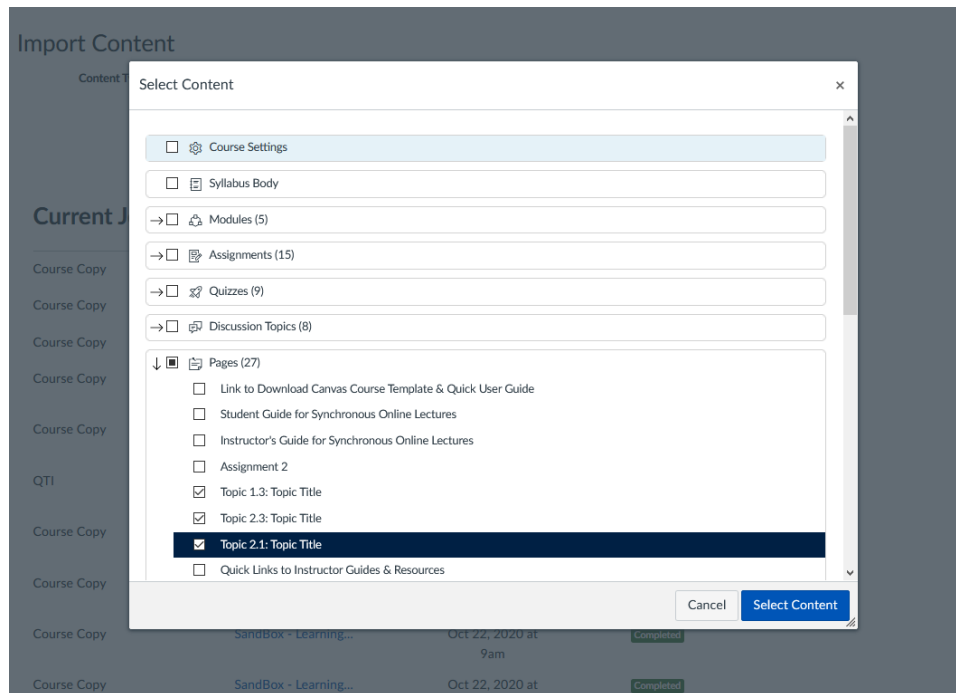
Options Adjust events and due dates Don't select this option

6. After all the settings, click the “**Import**” button .
7. Then, you will see in the “**Current Jobs**”, a new task is created. As we chose to import specific content instead of all content, here we need to select which content we want to import by clicking “**Select Content**” button on the right of the task.

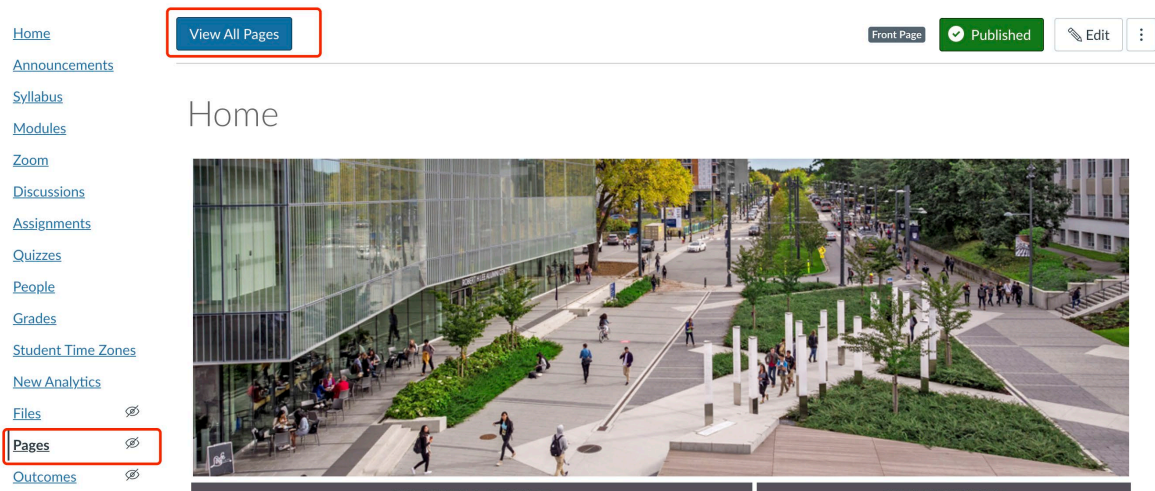
Current Jobs

Course Copy [Canvas Template - SFM](#) Jan 14 at 3:29pm

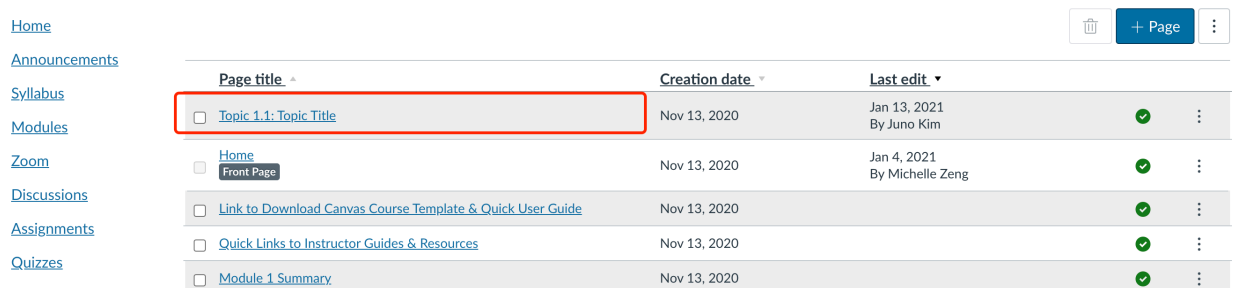
8. In the pop-up, click on “**Pages**” and import as many “**Topic**” Pages as needed. If you need more Pages than the template can provide, you can repeat steps 1 to 8 to import again.



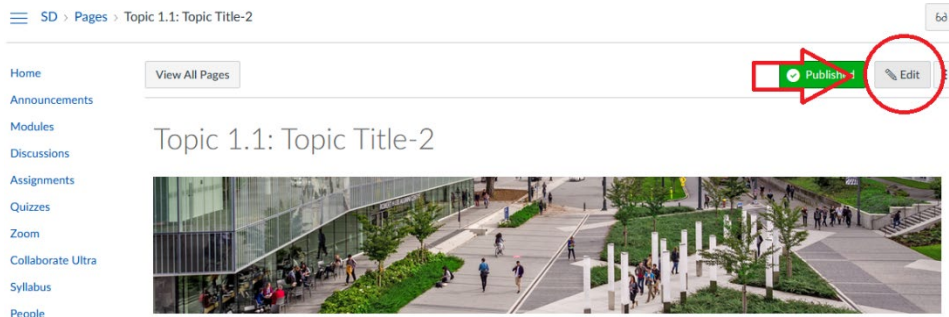
9. Once imported, go to Pages in the sidebar, then click **“View All Pages”** button located on the upper left corner. You will find all the imported topic pages.



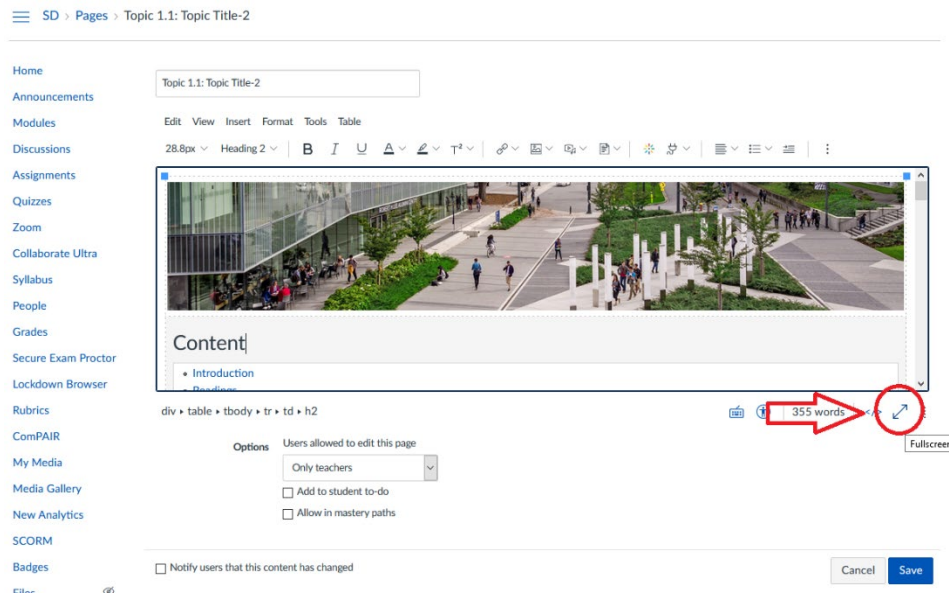
10. Click a page that you would like to edit.



11. Once enter the page, click the “Edit” button located on the upper right corner of the page to enter editing mode.



12. Pressing the double-ended arrow will display the Rich Content Editor in full-screen, which can be exited by pressing the “Esc” key on your keyboard.

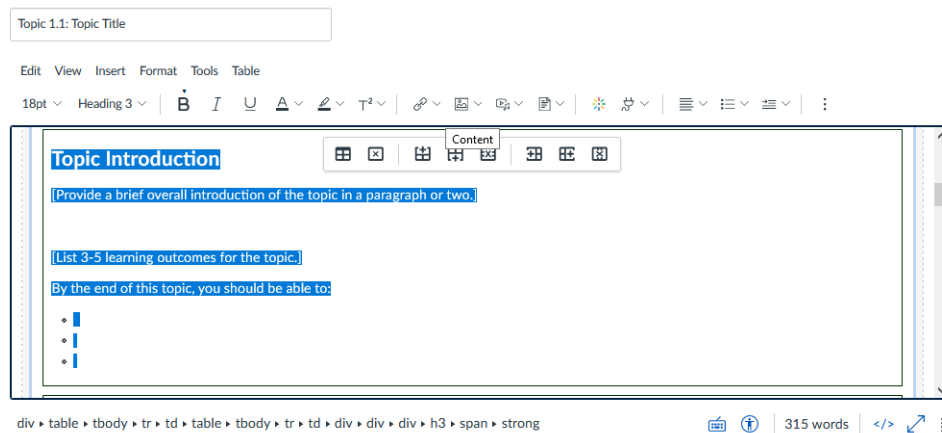


Use the Rich Content Editor to Edit

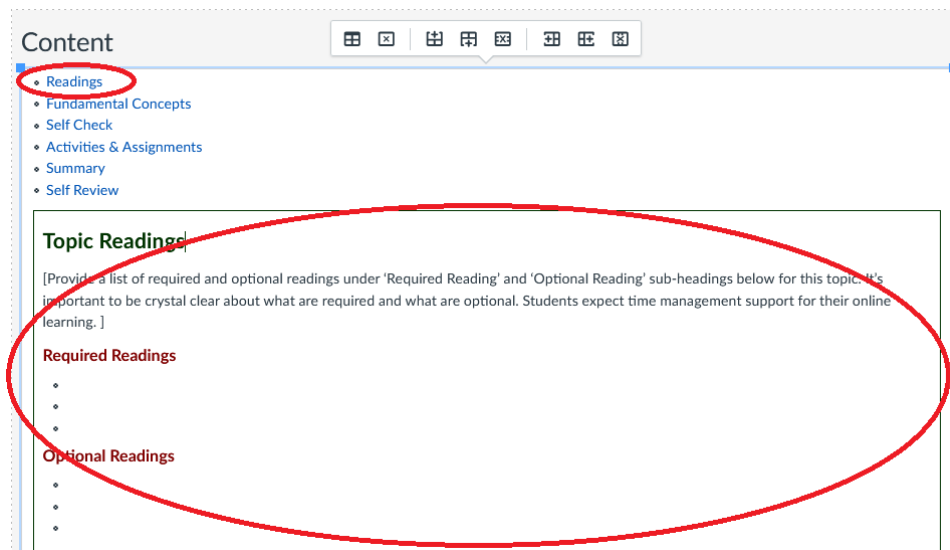
NOTE: The following instructions assume that you have little to no knowledge of HTML. If you are comfortable with coding in HTML, please proceed to Section 2.

Please also note that while you can modify and delete tabs and their content using the rich content editor, you may encounter errors to create new tabs or change the titles of the existing tabs. In that case, please refer to the HTML instructions in Section 2.

To change the content of a tab, simply replace the text content of the tab in question in the Rich Content Editor. Scroll down to the Tab's associated box, and modify accordingly.



To delete a tab, delete the tab's link under "Content", as well as the content within (and including) the box that corresponds to that tab's title. Eg. In the picture below, to delete the "Readings" tab, delete everything that is circled.



1. To embed video that has been imported into Kaltura, or that is stored locally on your computer, highlight the section of the page to be replaced and click on the Kaltura icon.

SD > Pages > Topic 1.1: Topic Title-2

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Image icon] [Kaltura icon]

Fundamental Concepts

[Provide fundamental concepts for the topic. Depending on the nature of content, you may consider providing the content in form of PPTs, mini-lecture videos, audio/videos, and/or other available online interactive content. You may want to include accessible, relevant, appropriate and different types of content materials to provide content rich learning and accommodate different learning styles. Please list the types of content you plan to have, list content titles under each type, and embed or link to related content files you would want to have on the page.]

Lecture Video & Powerpoint

[List the titles of mini lectures for this topic. Embed mini lecture videos if any. Link to PPT Presentations if any.]

- 1.1.1 Lecture title
[1.1.1 Lecture video to be embedded here.]
- 1.1.2 Lecture title
[1.1.2 Lecture video to be embedded here.]
- 1.1.3 Lecture title
[1.1.3 Lecture video to be embedded here.]

Using HTML with the Rich Content Editor to Edit

Note: This section will assume familiarity with HTML syntax. For more information, please go here: <https://www.w3schools.com/html/default.asp>. The TLS team recommends the use of another editor (such as Notepad, Visual Studio Code, or Atom) that allows for tab-spacing for easier differentiation between nested elements, as Canvas' HTML editor automatically removes leading spaces at the beginning of each line.

1. To access the HTML editor, click on the "</>" button in the bottom right corner.

The screenshot shows the Canvas Rich Content Editor interface. At the top, there is a title field containing "Topic 1.1: Topic Title-2". Below the title is a menu bar with "Edit", "View", "Insert", "Format", "Tools", and "Table". A toolbar contains various formatting options like bold, italic, underline, text color, background color, and font size. The main content area displays a large image of a modern building and a table of contents with items like "Readings", "Fundamental Concepts", and "Self Check". At the bottom right, a status bar shows "321 words" and a red circle highlights the HTML source code button (</>).

2. Editing:

- a. To modify the titles of the tabs, change the text between the <a> tags. The "#fragment" elements refer to the tabs' individual page titles.
- b. To delete a tab entirely, delete everything between the tags on one line.
- c. To add another tab, copy + paste one line of existing code between the tags, and paste it below the last fragment. refers to a link, so any text in between the two tags will be the text inside the clickable tab.

The screenshot shows the HTML source code of the table of contents. The code is as follows:

```

</tr>
<tr style="height: auto; background-color: #f5f5f5;">
<td style="height: 55px; width: 100%; padding: 10px;">
<h2>Content</h2>
<table style="width: 100%; table-layout: fixed; background-color: #ffffff; border-color: #d2d2d5; border-style: solid; margin-left: auto; margin-right: auto;" border="1" cellspacing="0" cellpadding="10">
<tbody>
<tr>
<td>
<div class="enhanceable_content_tab">
<ul>
<li><a href="#fragment-1">Introduction</a></li>
<li><a href="#fragment-2">Readings</a></li>
<li><a href="#fragment-3">Fundamental Concepts</a></li>
<li><a href="#fragment-4">Self Check</a></li>
<li><a href="#fragment-5">Activities &amp; Assignments</a></li>
<li><a href="#fragment-6">Summary</a></li>
<li><a href="#fragment-7">Self Review</a></li>
</ul>

```

A red circle highlights the tags and the Readings tag, illustrating how to edit the tab titles.

- To modify the content of tab, scroll down to the <div> tag that corresponds to the tab fragment in question. For example, the content of the “Self-Check” tab, which corresponds to “fragment-4”, is everything between the 2 <div> tags below. Note that the second nested <div> element is simply for the rich content editor, which allows users not using the HTML editor to differentiate between the content of the various fragments visually. Add the content to be displayed on the Canvas Page between the nested <div> tags.

```
Topic 1.1: Topic Title-2

~p style="text-align: center;">[1.1.3 Lecture video to be embedded here.]~p~
<u>
</u>
<li>1.1.3 Lecture title</li>
</ul>
<p style="text-align: center;">[1.1.3 Lecture video to be embedded here.]</p>
</div>
</div>
<div id="fragment-4">
<div id="box_04" style="margin: 10px; padding: 10px; border: 2px solid #003300; overflow: hidden;">
<h3><span style="color: #003300;"><strong>Self Check Quiz</strong></span></h3>
<h4><strong><span style="color: #800000;">Self-check Quiz #<br /></span></strong></h4>
<p>[Provide description and instructions to take the quiz. Link to the quiz.]</p>
<p>&nbsp;</p>
<p>&nbsp;</p>
</div>
</div>
<div id="fragment-5">
<div id="box_05" style="margin: 10px; padding: 10px; border: 2px solid #003300; overflow: hidden;">
<h3><span style="color: #003300;"><strong>Activities & Assignments&nbsp;</strong></span></h3>
<h4><span style="color: #800000;"><strong>Online Discussion #</strong></span></h4>
</div>
</div>
```

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