About the Remote Template

Center for Online Learning
Hudson County Community College

This template is maintained by the Center for Online Learning. Its use is optional. The Template is a starting point – you must edit it to make proper use of it. Delete what you wish, use what you like!

[Click here for a preview](#) of the Remote Template *as it would be viewed by a student*.
- To allow you to preview it, all of the Modules are published in this view; however, when you import the Template some of the Modules will be in an unpublished state.
- For technical reasons, Discussion assignments cannot be accessed in this Preview view.

If you haven't imported the template yet, here are instructions for doing so. If you have already imported it, scroll down to the section titled **Using the Remote Template***.*

Importing the Remote Template

When you import a template into a course, the template does *not* overwrite or replace existing content on Pages, Discussions, Quizzes, Modules, or Files.

The template is maintained in the [Canvas Commons](#). Below are the steps to import it into your Canvas course shell. (You can also view this [Canvas Guide](#)):

- Log in to Canvas and open your course
- Click *Import from Commons* from the Options list on the right-hand side.
  - Tip: If your window is small, the Options list may be located at the bottom; just scroll down to find it.
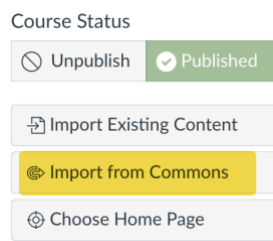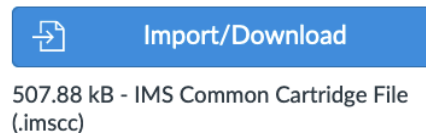
- On the Canvas landing page, enter this search phrase: hccc remote template
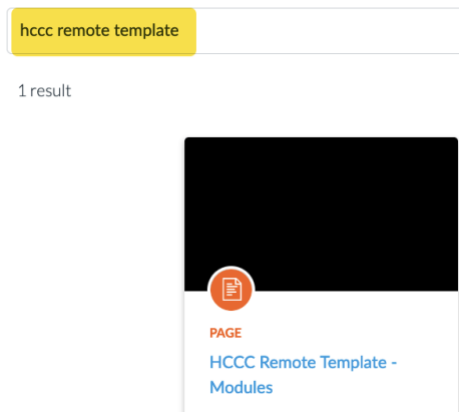
- Click on *HCCC Remote Template – Modules*
  - Tip: If you use the Template multiple times, you may be asked if you want to update your courses—generally you should dismiss those prompts.
- Click *Import/Download* (on right-hand side)

507.88 kB - IMS Common Cartridge File (.imscc)

- You will see a list of your current courses
- Select the target course(s), then scroll down and click the *Import into Course* button.
- It will take a few minutes to import – click Refresh once in a while to monitor.

Using the Remote Template

Publishing. You'll notice that some or all of the modules and items are unpublished. For students to see them, you need to publish the module and each of the items it contains. (Don't publish the Resources for Instructors module.)

Student View. To "see" what your students will see, make use of the "Student View" feature of Canvas. The Student View functionality in Canvas is an immensely useful tool to utilize as practice and to learn to use Canvas, and it remains useful even after you have achieved mastery of using Canvas. The tool lets you preview and interact with your course as a student would. Here is a [Canvas Guide on Student View](#).

Modules and Course Menu. The template is geared toward setting up your course using the Modules feature of Canvas. (View [How to Use Modules to Build Courses in Canvas](#).) For that reason, the menu links for Assignments, Quizzes, and Discussions are hidden from Student View. See below if you prefer not to use Modules.

If you prefer not to use Modules. If you don't plan to use Modules, you will need to modify the Course Navigation Menu: i) Click "Settings" ii) Click the "Navigation" tab iii) Scroll down to view the lower box, then click the 3-dot menu to the right of "Assignments" and click "Enable" (sometimes you have to do this step twice) iv) repeat for "Quizzes" and "Discussions" v) Scroll to the bottom and click "Save". (View How to Manage Course Navigation Links.)

HCCC Profile Link. The template includes an optional place for inserting your Faculty/Staff Profile Link. Your profile page can be found at https://www.hccc.edu/abouthccc/directory/. As of this writing, adjunct faculty have not been added to the directory, but adding adjuncts is planned. To edit the link: i) click Edit (top-right of the window) ii) click "HCCC profile link" iii) click "Link Options"
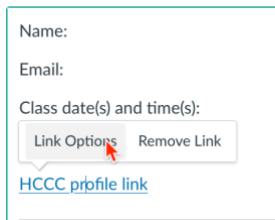
Syllabus. You should load your Syllabus in the Syllabus section.
- In the left-hand navigation, click *Syllabus*.
- Option 1. Copy-paste your Syllabus into the content box
    - In the top-right corner, click *Edit*.
    - Copy-paste your text
    - Formatting is usually, though not always, preserved
    - Click *Update Syllabus* button when done
- Option 2. Upload your syllabus file
    - In the top-right corner, click *Edit*.
    - Click the *Insert* menu tab.
    - Select *Document > Upload Document*
    - Click *Upload File*, browse computer and select the Syllabus file
    - Click *Submit*.
    - Click *Update Syllabus* button when done
- Option 3. You can always type your Syllabus in the content box from scratch.

Discussion option. The template is configured such that students are **not** allowed to edit or delete their own posts to a Discussion. If you want to allow them to edit/delete their own posts: i) Click *Settings* ii) Scroll to the bottom iii) click *more options* iv) check the relevant box v) click *Update Course Details*.

fewer options

☐ Let students self-enroll by sharing with them a secret URL

☐ Show recent announcements on Course home page

[3 ▾] Number of announcements shown on the homepage

☑ Let students attach files to discussions
☐ Let students create discussion topics
☐ Let students edit or delete their own discussion replies

HCCC contracts with Instructure for 24/7 Faculty and Student Support. The Faculty Support phone number is 833-685-8350. If you have a Canvas question and are not in a hurry, you can email them at support@instructure.com