

CANVAS LMS

COURSE HOMEPAGE TEMPLATE

To assist faculty in setting up a course homepage in Canvas, we have created a homepage template for you. Learn below on how to access our homepage template and add it to your Canvas course.

ACCESS & IMPORT HOMEPAGE TEMPLATE FROM “COMMONS”

STEP 1: LOG INTO CANVAS & THEN GO INTO “COMMONS”

- ✓ From the Global menu (the black menu on the far right) choose “*Commons*”.

STEP 2: FIND OUR HOMEPAGE TEMPLATE

- ✓ Search/look for the item called “*LB Course Home Page*”.
- ✓ Click on this template to view the file.

STEP 3: FIND & SELECT YOUR COURSE TO IMPORT THE HOMEPAGE

- ✓ Click on the blue “*Import/Download*” button on the right side.
- ✓ The “*Import/Download*” list will slide open from the right of your screen.
- ✓ Find your course & click the check box.

STEP 4: IMPORT TEMPLATE INTO YOUR COURSE

- ✓ After selecting your course, click on the blue “*Import into Course*” button seen at the bottom.
- ✓ A green alert box will show saying “You have successfully started the import...”

SET HOMEPAGE TEMPLATE AS THE “FRONT PAGE” IN YOUR CANVAS COURSE

STEP 1: GO INTO YOUR COURSE AND FIND THE HOMEPAGE TEMPLATE.

- ✓ Go to your “Dashboard” and into the course that you imported into.
- ✓ The homepage template will now appear in the “*Pages*” area of the selected course.
- ✓ Choose “*Pages*” from the Navigation menu. You will see the homepage template.
- ✓ If you do not see the template, then click the red “*View All Pages*” button on the upper left.

STEP 2: SET THE “LB COURSE HOME PAGE” AS YOUR “FRONT PAGE”

- ✓ The “*LB Course Home Page*” will appear in your *Pages* area, identified as “*Front Page*”.
- ✓ If it is not already listed as “*Front page*”, then
 - Click on the three dots “*⋮*” seen on the far-right side.
 - Select “*Use as Front Page*”.

CUSTOMIZE TEMPLATE & SET AS YOUR “HOME” NAVIGATION

STEP 1: CUSTOMIZE THE TEMPLATE PAGE WITH YOUR COURSE INFORMATION

- ✓ Open the page “*LB Course Home Page*”, click on “*Edit*” and customize with your information.

STEP 2: SET THE CUSTOMIZED TEMPLATE AS YOUR OFFICIAL HOME PAGE

- ✓ Choose the “*Home*” link at the top left of the Navigation Menu.
- ✓ Click on “*Choose Home Page*” found on the on right sidebar.
- ✓ Select “*Pages Front Page*” item to be displayed on the home page. Then click “*save*”.

“PUBLISH” YOUR CANVAS COURSE

STEP 1: WHEN YOU ARE READY, PUBLISH YOUR CANVAS COURSE FOR STUDENT ACCESS

- ✓ While in your course home, click on the “*Publish*” button found on the top right side.
- ✓ The “*Publish*” button should now be green and titled “*Published*”. This indicates that your students can now access and see your course.

Below is a screenshot of the LB Course Home Page Template that you will import into your course.

WELCOME

to [COURSE NAME]

(This is where you write a brief overview of your course.)



- **Instructor:** *[Your Name Here, Title]*
- **Email:** *[Enter your @lbcc.edu email]*
- **Phone:** *[(562) 123-4567]*
- **Office Hours:** *[By Appointment]*
- **Communication Plan:**
 - Best way to contact me is....(e-mail, etc).
 - You can also reach me via... (phone number, etc.)
 - I will respond to all messages within 24 hours, M-F 8am - 5pm



What to do next

Give students a starting point. Describe how they can access your Canvas content, such as:
Go to Modules to access all course content, or

Important Course Documents

Syllabus (PDF)



Student Resources

[LBCC Campus Resources](#)

[Technology & DL Support](#)