

## Getting Started with TILT Templates

### Directions

Use these step-by-step instructions to access and apply the TILT templates from the Teaching & Learning Center for Excellence at Columbia Basin College. There are two (2) versions: the *CBC TILT Template* and the *CBC TILT Template Lite*. The difference is that the *CBC TILT Template* incorporates course and page elements developed using HTML whereas the *CBC TILT Template Lite* comprises content developed in the Canvas Rich Text Editor alone. Neither requires knowledge of HTML to use; however, some may feel more comfortable using the *CBC TILT Template Lite* as any inadvertent errors may be more easily rectified within the Rich Text Editor.

### Reminders & Cautions

- As with any other changes to a Canvas course, a template should be applied with care.
- I **strongly** recommend you create a “staging (sandbox)” course, set your desired content into the templates within this staging course, and *then* import into your live course to avoid any unpredictable results.

### Step 1: Locate the TILT templates.

- Sign into your instance of Canvas using the hyperlink (URL) and credentials (username and password) you typically use.
- Click the **Commons** button on the Canvas global navigation at the very left of the screen.
- In the **Commons** search bar at top, enter the search phrase: **CBC TILT**.
- The author for these templates will be listed as **CBC – EdTech**.
- Click the title of the template you wish to use to open its resource page.

### Step 2: Import or download the template.

- Click the **Import/Download** button on the right side of the screen. The **Import/Download** panel opens at right. You may also add the resource to your favorites to access it quickly.
- Importing: If you are importing to a Canvas course, select from the list of courses in which you are a teacher and import into the course of your choice. Use a “staging” course first.
- Downloading: Scroll all the way down to the bottom of the list on the panel at right. Click the **Download** button. Save the zipped file to a location you can access easily.

### Step 3: For downloads: Apply the template.

- Open the target Canvas course. Create and use a “staging” course for this purpose.
- Navigate to **Home > Import Existing Content OR Settings > Import Course Content**.
- For content type, select **Canvas Course Export Package**.
- Select your saved zip file from **Step 2**.
- For content, select **All content**.



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