



# REQUIRED INSTITUTIONAL POLICIES

UPDATED: OCTOBER 2021



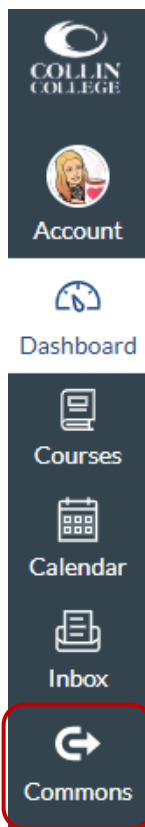
Collin College has created Canvas pages that include institutional policies in a Student Resources Module. These pages should be added to all courses in Canvas. The pages/policies include:

- Collin College Student Resources
- Accessibility Statements
- Privacy Policies
- Canvas System Requirements

## IMPORT FROM COMMONS

The directions below will demonstrate how you can import the module containing the policies/pages and utilize them in your Canvas course.

1. Login to **CougarWeb**.
2. From the **Faculty** tab, click the **Canvas** link to open your Canvas Dashboard.
3. Click **Commons** on the left, from the **Dashboard**.



4. Type **your search text** in the search field **1**. You can locate the module using the search text **eLC**.
5. Click the **Filter** button and click **Modules** **2** in the *View only these types* section to only search for a module. You can also click **Collin College** **3** in the *Shared With* section to choose modules that are part of the Collin College resources.
6. Once you locate the item (Collin College Institutional Information) **4** you want to import, click the title on the course on the card.

The screenshot shows the Canvas Commons search interface. The search bar contains 'eLC' (1). The search results show 5 results, with filters for 'Modules' and 'Collin College' (3). The first result is 'Module Collin College Institutional Information' (4), which is highlighted with a red box. The second result is 'Module 8 (Part 2): The Weight of the Nation'. The third result is 'Module START HERE: Class Resources'. The right sidebar shows the 'Filter Results' section with 'View only these types' set to 'MODULES' (2) and 'Shared With' set to 'Collin College' (3). The 'Grade/Levels' section is also visible, with options for Kindergarten through Graduate.

7. Click the **Import/Download** button.



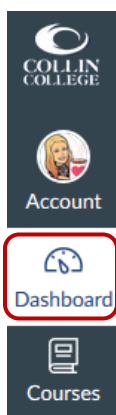
1.26 MB - IMS Common Cartridge File  
(.imsc)

8. Add a **checkmark** to each course you want the module imported into. You can import the module into more than one course.
9. Click the **Import into Course** button.

10. You will receive a message stating that the import has started. It may take up to 30 minutes for the module to be available in your course.

## VIEW AND EDIT THE MODULE

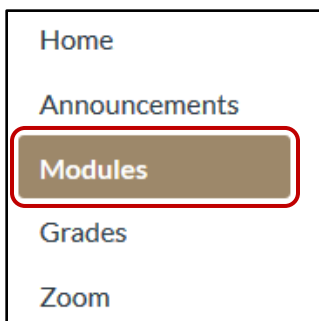
1. Click the **Dashboard** icon on the Global Navigation to return to your Canvas course and click the **Course Card** for the course you want to edit.



2. If the course is not on your Dashboard, click **Courses**, and **All Courses**. You can click the Star to add the course to the Dashboard.



3. Click the Modules link in the Course Navigation.



4. You will see the new module titled *Required Institutional Information*. You can change the name of the module by clicking the **settings** ❶ and choose **Edit** ❷.
5. You can also move the module to the top of the modules pages by clicking the **move** button ❸ and dragging the module to a new location. Be sure all pages and the module are published. You will know the pages and module are published when you see the green checkmark in the module title area ❹.

