# TUTORIAL

Best Practices – How to import and publish the TAMUG student resources on your Canvas course

In this tutorial, you will learn best practices for publishing the TAMUG Student Resources page to your Canvas course. The Fall 2021 Canvas template has TAMU resources for College Station students. This tutorial aims to replace that page and include the information for Texas A&M at Galveston students.
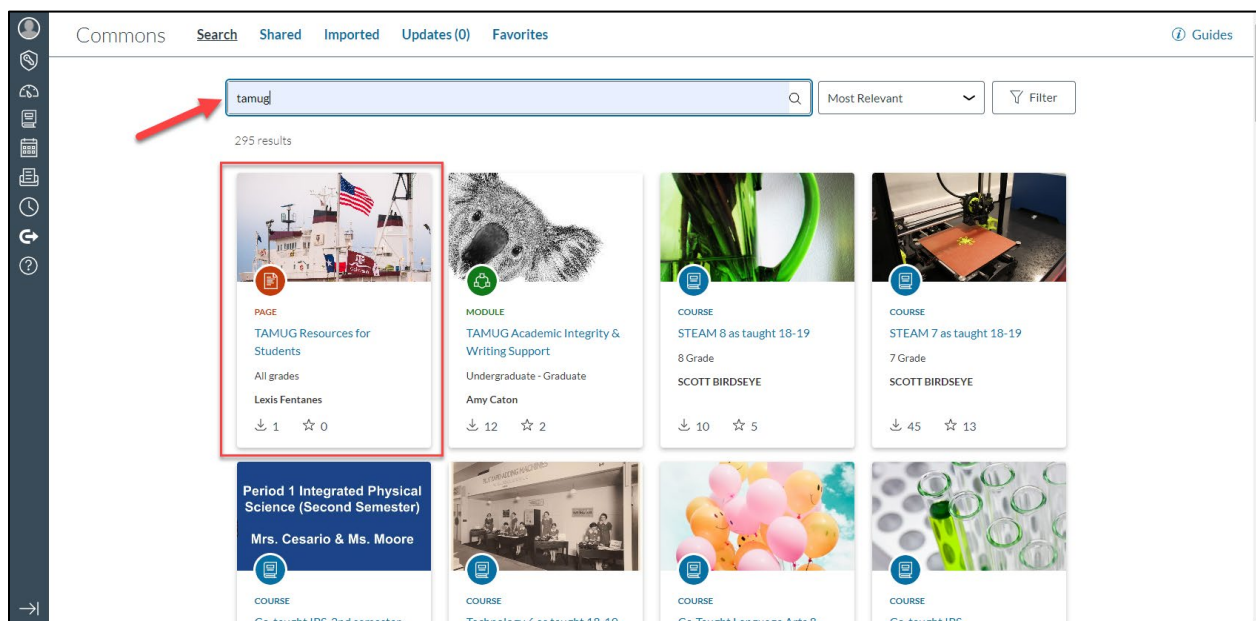
1. Sign into Canvas with the web link https://canvas.tamu.edu/ or https://howdy.tamu.edu/ and select "**Canvas**" icon. Remember to log in using your TAMU credentials.
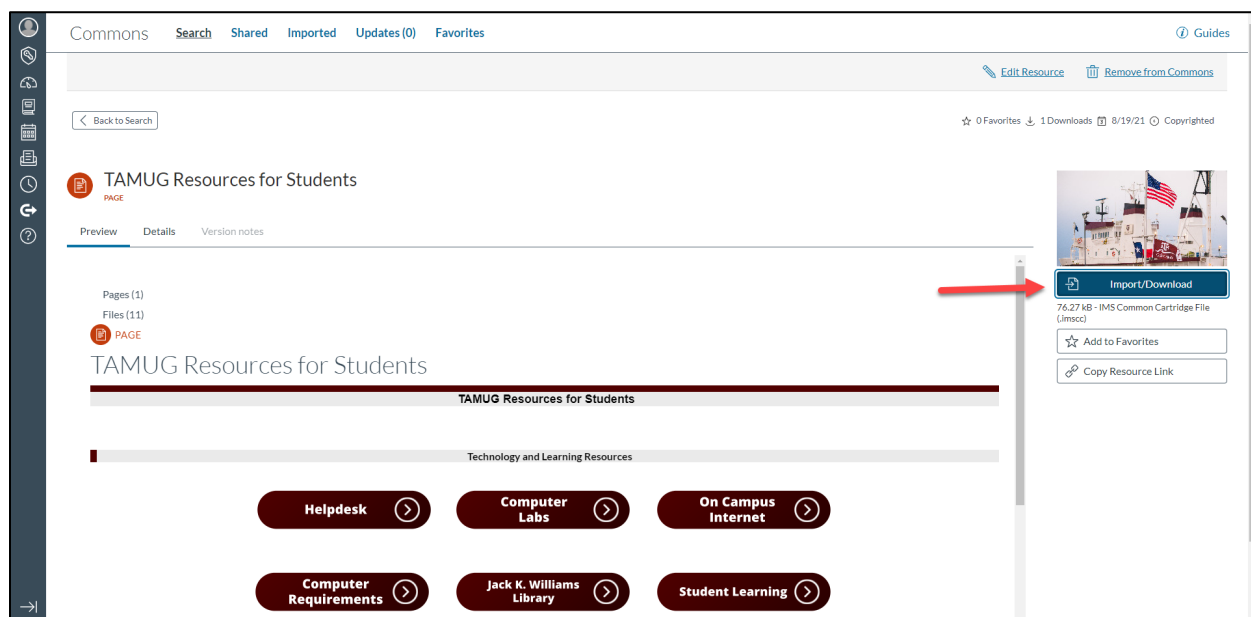

2. Once logged into Canvas, click the "**Commons**" icon in the left side menu.
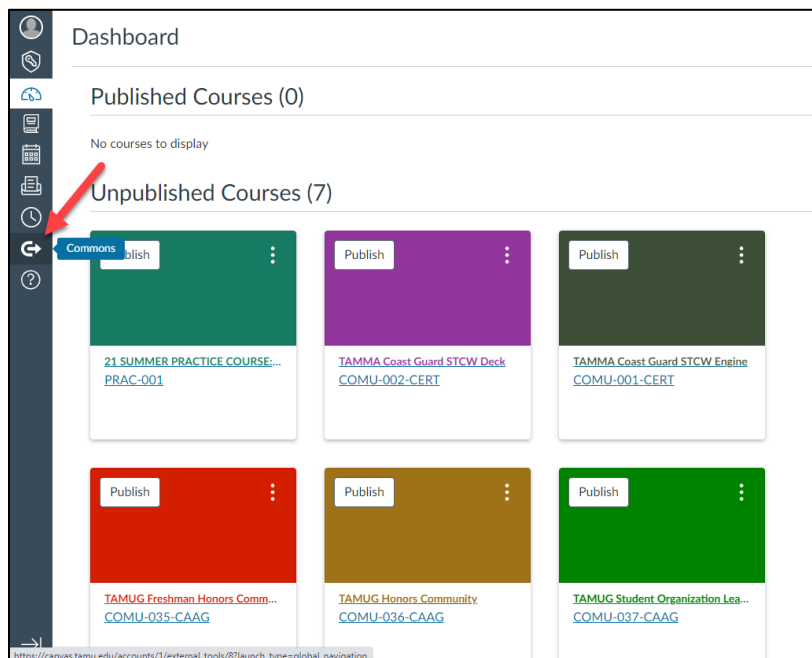
3. Type "TAMUG" in the commons search bar and select the "**TAMUG Resources for students**" page highlighted in red below.
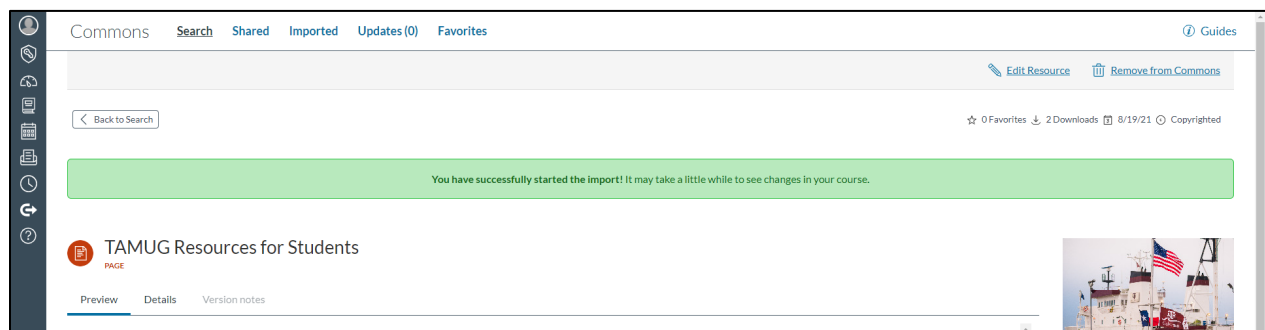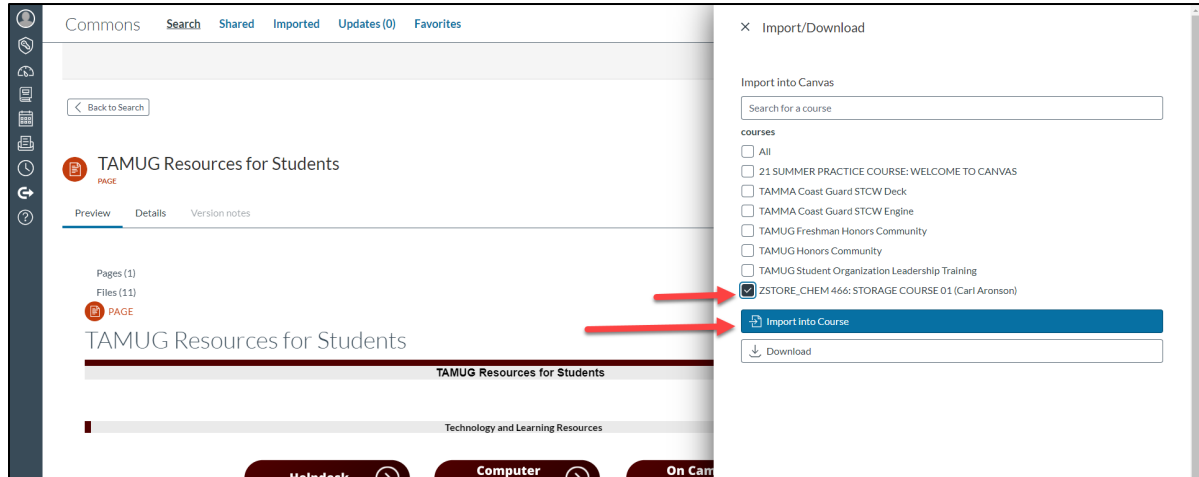
4. Within the page, select the "*Import/Download*" button on the right side of the screen.

5. To import the "*TAMUG Resources for Students*" page into one or more of your courses, check the course(s) from the list and press the "*Import Into Course*" button. You will see a green banner at the top of the page showing the successful import process.
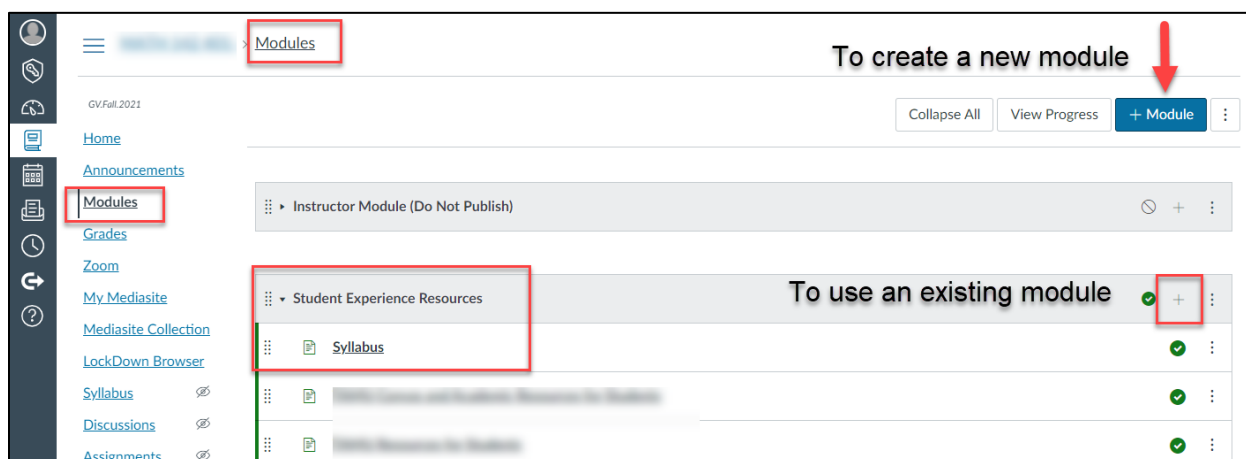
6. Find your courses by pressing the "Dashboard" on the left side menu. Navigate to the course(s) you selected to import the page to.
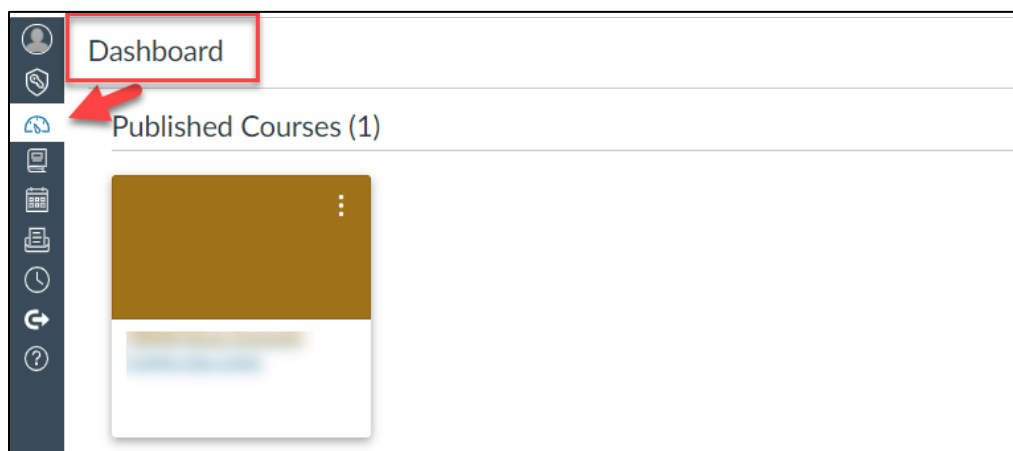

7. Within your course, select "**Modules**" on the left side menu and find an existing module or create a new module to link your "*TAMUG Resources for Students*" page. It is recommended to use the same module where your syllabus is located.

8. Press the "*+*" icon at the top right of your module, and select "*Page*" in the drop-down menu. Then, select the "*TAMUG Resources for Students*" page from the list and press "*Add Item*".
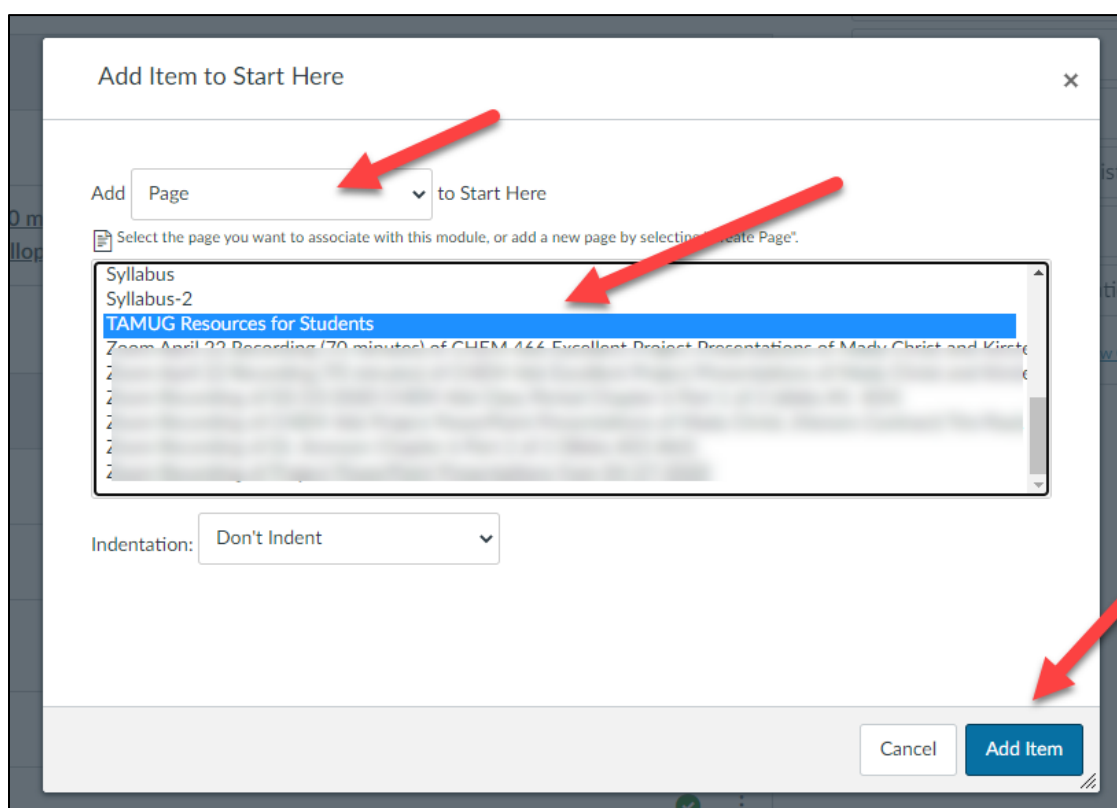
9. The page "TAMUG Resources for Students" will appear at the bottom of the module you place it in. **Congratulations, you have now successfully imported a page from commons into your course**!
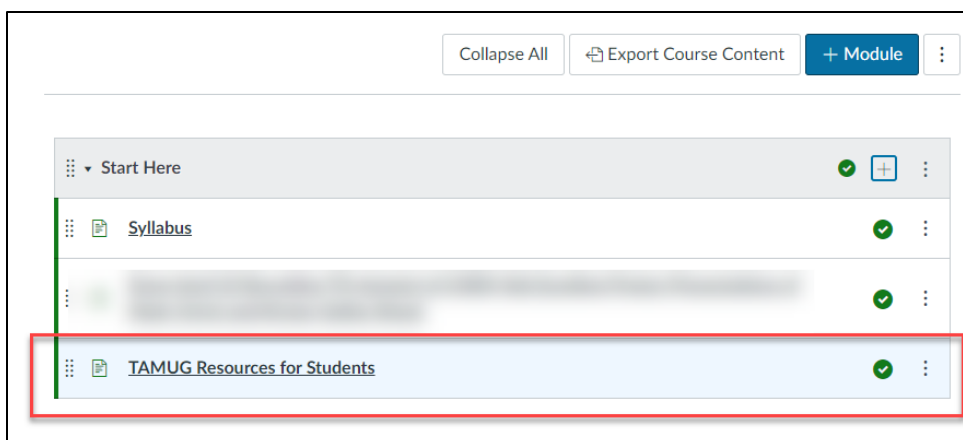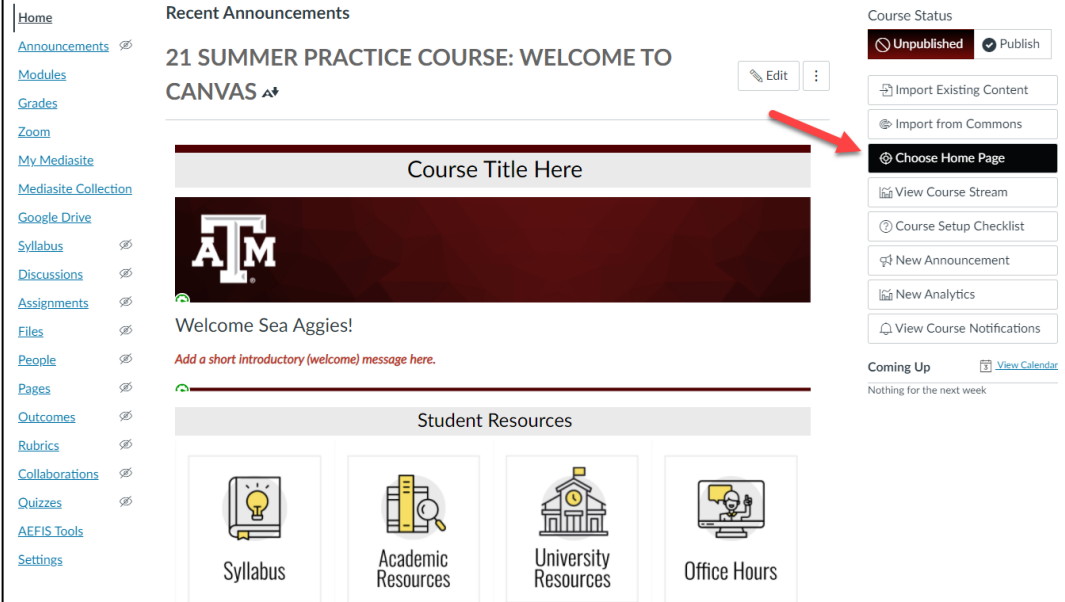
10. To delete the current "*TAMU Resources for Students*" page in Modules, which only applies to College Station's students, locate it under the "*Student Experience Resources*" module and click on the three dots located to the right of the page. Then, select "*Remove*" to remove the page from that module.
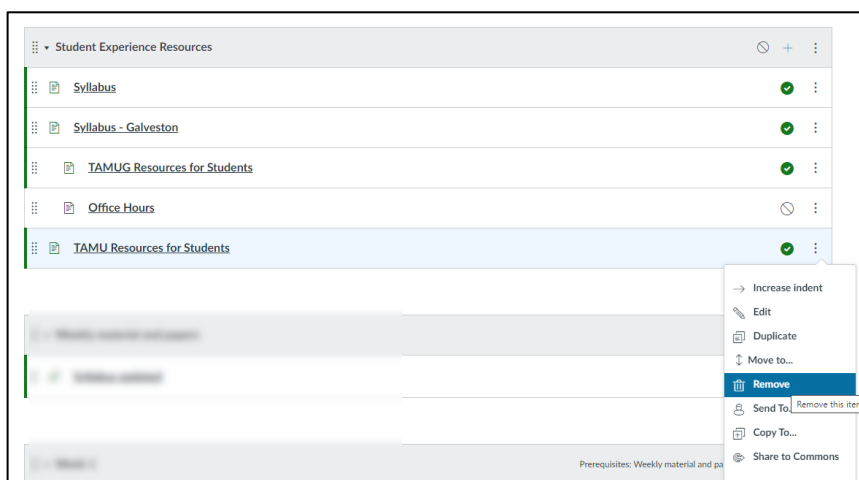
11. The home page template is designed for students in college Station and has misleading information for our Galveston students. As the Faculty, it is your choice to edit and update this home page template to include Galveston's students' information. A second option is to choose your "*Module*" section as the new home page.

- **Option A.** Follow this video to learn how to modify your Home Page template.Adding & Editing Homepage template
- **Option B.** If you decide to choose your "Module" section as your new home page, go to Home on the left side menu of your course and select the "*Choose Homepage*" option on the right side menu. Then, select "*Course Modules*" from the list and press "*Save*".

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Now your new home page view will appear modules view.

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