

Columbia University

SIPA Course Builder User Guide

Updated July 25th, 2017

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- 1) Request that PCDEG Prepare your course by emailing course number with message “Please Prepare my Course” to:
pcdegcanvashelp@gmail.com
- 2) PCDEG will load our SIPA template into your course, and email you that you are ready to begin!
- 3) Open up your Canvas course in one window, and Course Builder in another.
- 4) Go to “Home Page Template” in course builder and add info as requested. You must include text and photos where needed. If you want to add a course video, you can click “Media Link” and toggle to the video input. Course Builder will automatically resize and save all photos chosen.
- 5) Once done, you click “Copy the Code” and open your canvas course. Click on “Home Page” and select the “HTML Editor”. Put the curser in the “HTML” window, highlight all existing text and hit paste to replace it with your new code. Hit “Save Page” and your home page is now ready!
- 6) Go to “Weekly List Page Template” and do the same process.
- 7) Go to “Weekly Activity Page Template” and do the same process. You will build details for each week of the class. Add text, readings and weekly videos as needed. If you want to add assignments or discussion you must copy the specific link of the prebuilt assignment or discussion page into the input form on the course builder.
- 8) Go to “Export/Import Data” and click the “export” button to save your work to a file on your computer with the date and the words “CourseB-Export” like so: “2017-7-24 10-42_CourseB-Export.json”. All files are saved with the “.json” extension. If you want to edit these pages in the future you can upload this file on the same page using the choose file form and clicking the button to confirm the import.
- 9) Close “Course Builder”. You are almost done! Now you will just make some final fixes in Canvas itself (no need to use Course Builder).
- 10) The following steps are all done within Canvas, using normal Canvas tools:
 - a) Add Syllabus (must have specific title as linked)
 - b) Add subjects for weekly discussions as needed
 - c) Add assignments as needed
 - d) Post announcements
- 11) You are done! If you need to edit pages done in Course Builder, you open a new session using your backup file.