

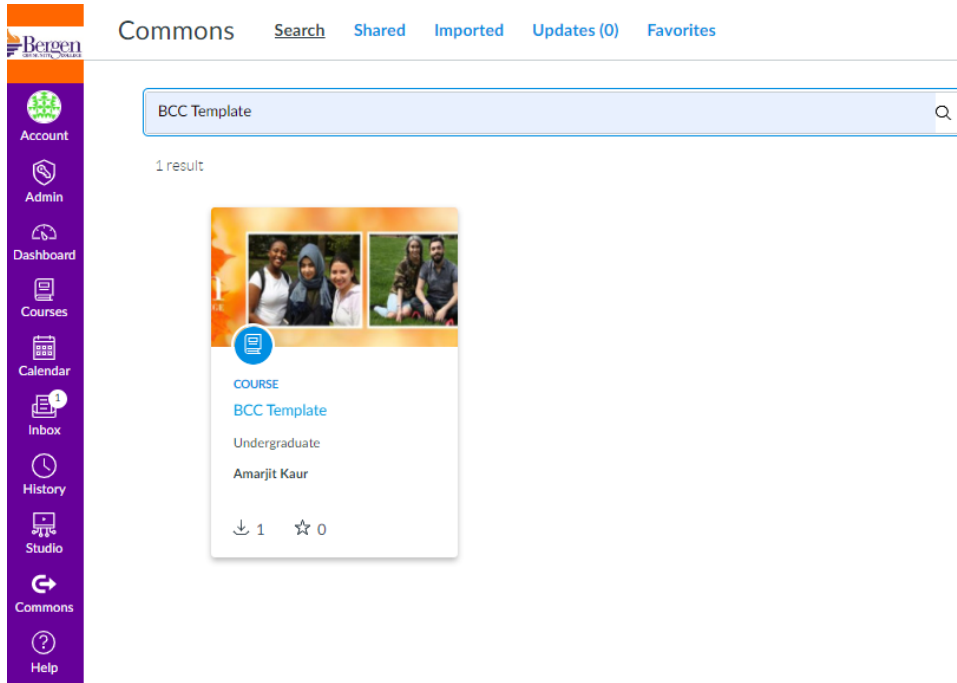
## Import BCC Template

Canvas Commons is a repository of digital resources that allows users to share and import content into a course site. The BCC Template is available in Canvas Commons to Bergen users in the Instructor roles. To import BCC template to a blank course shell, see step by step instructions below:

1. Click **Commons** from the global navigation bar.



2. Type **BCC Template** in Search bar.



3. Click **BCC Template**
4. Click **Import/Download** from the resource

5. Search for the course into which you would like to import the BCC Template or select the course from the list. Then, select the **Import into Course**.

**You have successfully started the import! It may take a little while to see changes in your course.**

**Note:** *If you are copying a converted course to a blank course shell do not import BCC template.*