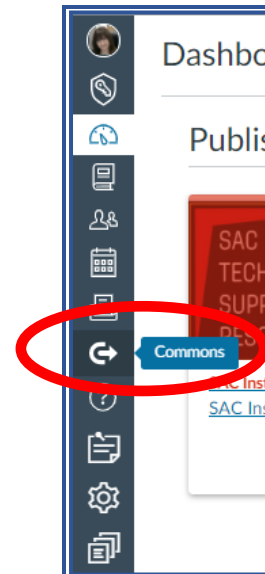




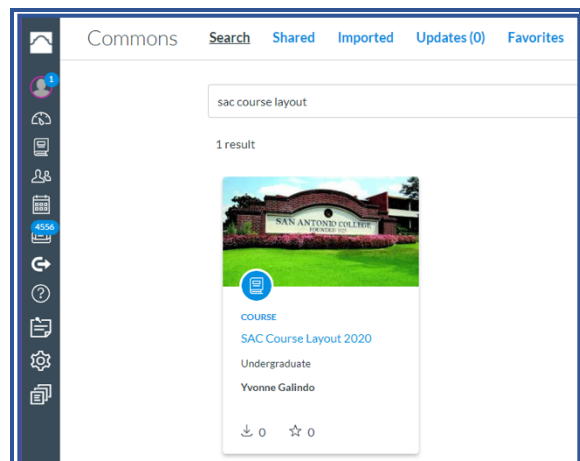
How to download the SAC Course Layout

Access the Canvas Course within ACES.

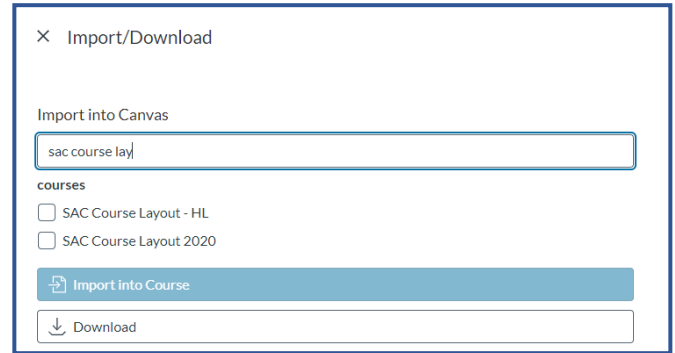
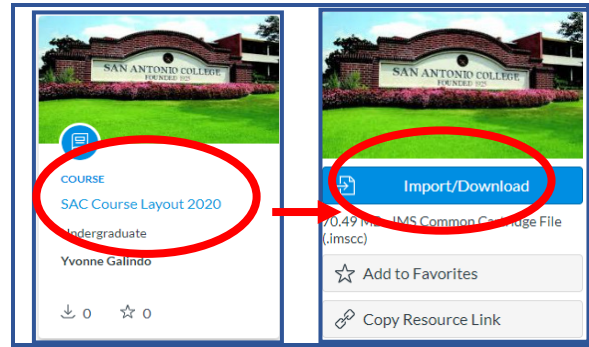
- Within the Canvas Left Global navigation bar (**black bar on the left**), choose the **Commons** icon.



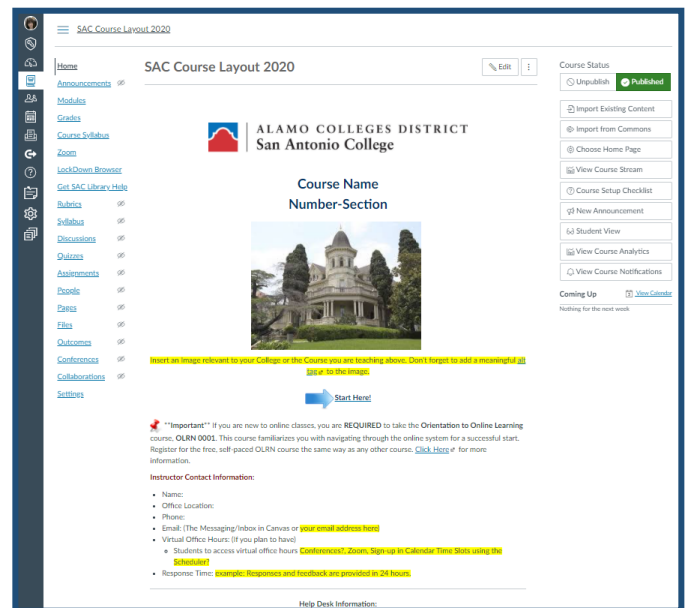
- Type "**SAC Course Layout 2020**" in the **Search:** field.



- Select the **Title of the Course** and then Select the **"Import/Download"** button on the right side of the screen. Select the course you will be teaching, scroll down and click **"Import into Course"**.



- Once the course is downloaded, you are now ready to customize the course content.
- As an alternative, If you wish to download the Course Layout to a Sandbox Course (Testing Environment) prior to publishing to an active course, please contact our Instructional Innovation Center **210-486-0712** or email sac-iic@alamo.edu to request a **Sandbox Course**.



Congratulations! You have successfully downloaded the SAC Course Layout 2020 to your course. If you need technical assistance, please contact SAC Help Desk at 210-486-0777 (Option 6).