



## New Canvas Course Available

**New Mexico Public Education Department (NMPED) and New Mexico Educational Assistance Foundation (NMEAF) have developed the Student Financial Aid Education Course. This course is designed to provide students with general knowledge of the financial aid process at federal and state levels. To access this course teachers and/or counselors should follow the steps below.**

This quick guide shows step-by-step instructions for how to access lesson plans and content from NMEAF.



### Import from Canvas Commons

1. From your school's Canvas instance (website), select the Commons icon from the global navigation bar on the left.
2. Select the Filter icon on the top right, when the sidebar opens, select NMPED Consortium under Shared With (at the bottom). Close the Filter by selecting the X at the top of the sidebar.
3. Select the NMEAF course. This opens the page that allows you to preview the items in the course before importing into your course.
4. Select the blue Import/Download button on the right sidebar to add these resources to your Canvas course.
  - a. You will see all courses listed that you are a teacher/have permission to add content. You may want to import to your sandbox course to review the materials before adding content to a course with students already enrolled.
  - b. After you select the course(s) from the list, select the blue Import Into Course button.
  - c. Close the sidebar by selecting the X at the top of the sidebar.
5. Content will start importing into your course(s); It can take several minutes for the import to complete.