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# **Creating a Template on Bluescape**

1. **Withing a workspace you may want to organize multiple canvases in the same way**

To design a canvas hit the “+” icon, and click on “canvas.” From there you can place and upload different content within the canvas the way you’d like. Don’t forget to pin any items you want to stay in place!

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1. **If you want to copy and paste the same canvas into the same wall simply hit “duplicate”**

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1. **To duplicate a canvas and put it into a different workspace you need to create a template of that canvas.**

If you want to use a canvas from one workspace and copy the same format into a different one you will need to create a template of that canvas. To do this:

Click the square in the top left corner, and again click the three dots from the menu.

On the dropdown instead of duplicate, click “Create Template”

Bluescape will give you options to name, describe, share, and recolor the template.

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1. **Add the newly created template into a different workspace**

Go into the workspace you’d like to add the template into and click “+” and “Template”

This will pull up options of the custom templates you created. (To see Bluescape’s templates change the filter from “custom”)

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1. **Sharing a pre created template with someone**

**Graphical user interface, application

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Description automatically generated with medium confidence**organization if you want to make your template more public.

1. **Extra Tip**

If you want to create a template of a canvas that already has content uploaded into it first delete the content out so that your template is a layout. This will be quicker than deleting the content out of each template one by one as you reuse it. Additionally, it is important to delete content out if you are sharing the canvas, you don’t want to share a canvas with student documents in it.