

CANVAS: How to select course ordering method

New Canvas course accounts can be ordered by two methods. A new account is empty. Once you receive it, you can copy any existing account in which you have a “Teacher” or “Co-Teacher” role into the new account. The person who requests a new account is automatically enrolled as a “Co-Teacher” in the account.

Both ordering methods have the same initial steps.

1. Click the **Help** link, located on the bottom of the left side menu (the red menu).
2. Click the **Global Course Administration** link, located on the bottom of the slide out menu.
3. If prompted, click “authorize” in the ISU AdminTools window
4. On the **Global Course Administration Screen** there are two options: (1) Prepare to Teach, and (2) Request a New Course Shell. Both provide a tool to order a Canvas account but they don’t work the same way! Review the table below to determine your best approach:



Your Role:	Course details:	Go to:
Faculty, TA, Staff	Organization account	'Request a New Course Shell'
TA, Support Staff, Other Faculty (Not Instructor of record)	Course account	'Request a New Course Shell'
Instructor of Record	For a future semester	'Request a New Course Shell'
Instructor of Record	For semester about to start: will include multiple Registrar sections	'Request a New Course Shell'
Instructor of Record	For semester about to start; will have only 1 Registrar section	Can use either 'Request a New Course Shell', OR 'Prepare to Teach'

When you use the 'Request a New Course Shell' tool:

- The account has a default enrollment Section that has the same name as the requested account.
- All participants listed on the request form are enrolled into the default section.
- If a Registrar classlist is later enrolled by the Instructor of Record (e.g. Section 1), it introduces a new enrollment section. *** It will be necessary to manually enroll the TAs and Co-Teachers into the new course enrollment Sections after the Registrar classlists are added. The instructor of record will already be included on the list that comes from the Registrar.

If you use the 'Prepare to Teach' tool to create a class account:

- You will be creating an account that has a single specific Registrar section as its default section.
- You can then drag in additional enrollment sections into it but if you do, rename the account in the course Settings.