

CANVAS: Course Creation, Enrollment, Publishing

Obtain a new Canvas Course

Every time you teach a course, you must obtain a new course account. ISU provides 2 ways to order a new account and both are accessed by going to **ISU Canvas > Help > Global Course Administration**. You will likely need to click the red “authorize” button to allow Canvas to proceed.

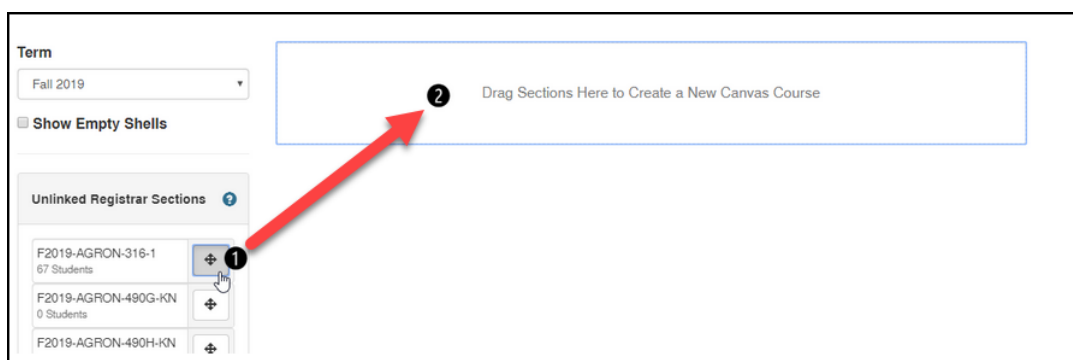
Global Course Administration page has two links: 1) Prepare to Teach, and 2) Request a New Course Shell.

- If you are ordering an account for a future semester (not current semester) > **use Option 2**
- If you are not the instructor of record -> **pick Option 2**
- If your course will have multiple enrollment section lists -> **pick Option 2**
- If you're the instructor of record, ordering for current semester, have only 1 section -> **pick Option 1**

The method you use affects the name of the course shell and the default enrollment section.

Option 1: Create Course Shell Using “Prepare to Teach”

Drag the unlinked Register Section from the left column to the empty space on the top of the right column. This creates a new account, with one enrollment section based on the list of names on the section list that was added. The course shell will receive a default name based on the section name.



Option 2: Create Course Using “Request a New Course Shell”

Click the Request a New Course Shell link

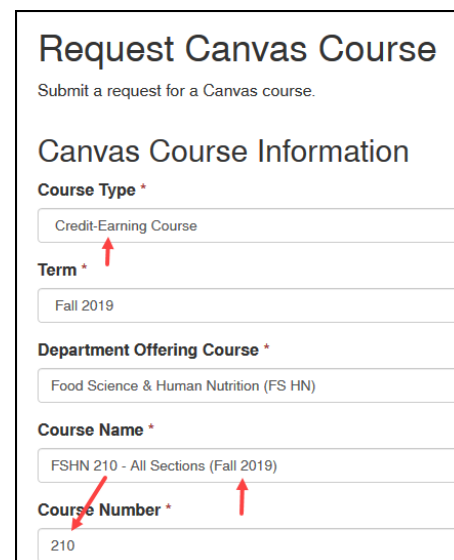
Set Course Type = Credit-Earning course

Term = semester course will be taught

Department Offering Course = select from dropdown list.

Course Name (recommended format) = course prefix, course catalog number, section(s), **semester and year**.

Course Number = repeat the course catalog number of



Request Canvas Course	
Submit a request for a Canvas course.	
Canvas Course Information	
Course Type *	Credit-Earning Course
Term *	Fall 2019
Department Offering Course *	Food Science & Human Nutrition (FS HN)
Course Name *	FSHN 210 - All Sections (Fall 2019)
Course Number *	210

Enrolling Students & Publishing Course

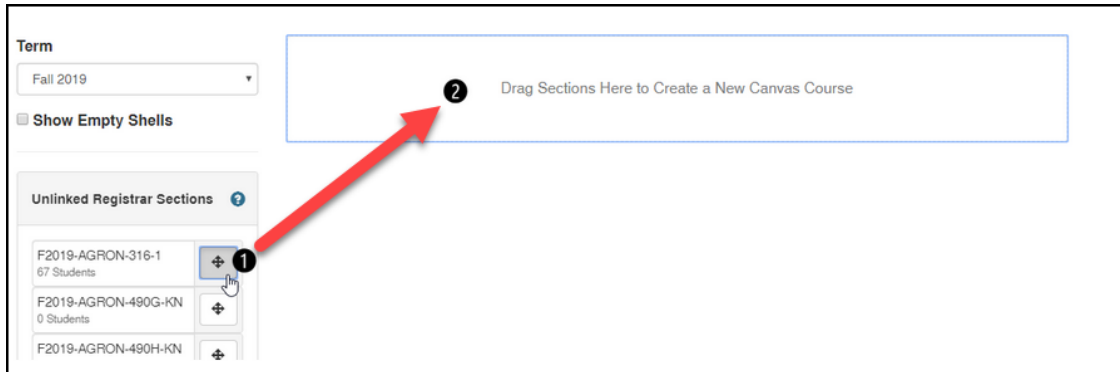
Regardless of the method used to order the account, only the Instructor of Record (IOR) can enroll the Registrar class lists. The academic department offering the course tells the Registrar who this will be. The IOR can enroll students into Canvas beginning approximately 3 weeks before the semester begins.

Go to **Canvas > Help > Global Course Administration > Prepare to Teach** and then follow **option A** (if no Canvas account exists yet), or **option 1B** (if an account already exists).

OPTION A: Create a new account & Enroll a single Registrar Section list at the same time:

Drag the class list from left column to the space at the top of the right column

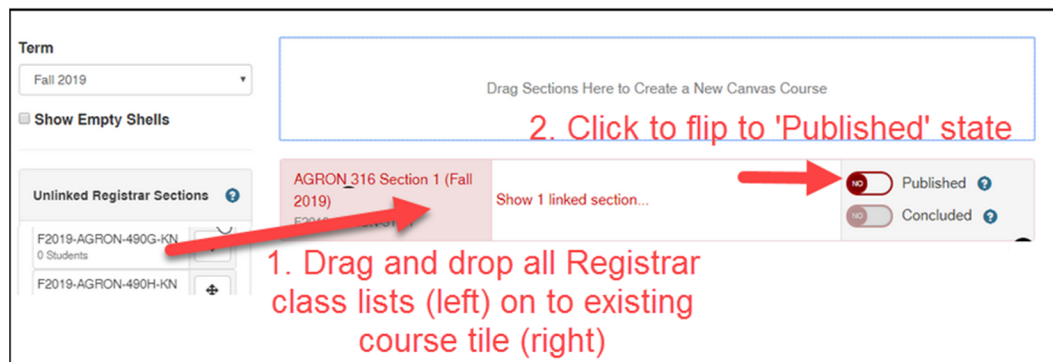
- There will be one default section that contains the enroll students



OPTION B: Have a Canvas account already - Enroll one or more Registrar Section lists into it:

Drag one or more Section Lists from the left column and drop them on top of an existing course box in the right column.

- If course was created with the New Course Request form, there will be a default Section that has the same name as the course (this is the “Canvas only” section). No students are in it.
- Each Registrar Section List dropped in creates a new enrollment Section.



Publish the Course (allows students to enter): Click the red “No” Publish button – it will flip to “Yes” and the course box turns green. Your course is now published, i.e. enrolled student can enter after the start date specified by Term (=one week before classes begin) or the Starts date in the course Settings.

Rename a course: Go into course > Settings > change Name field > scroll down, click the ‘Update Course Details’ button. Note that you can also verify course’s publication status on top of the Settings page.