Administrative Staff Navigation in myUFL

1. Log into my.ufl.edu
2. Click on the NavBar and select “Main Menu”
3. Navigate to Student Information Systems
   3.1. Navigate to Online Learning
   3.2. Navigate to Canvas Course Request - Admin
4. Enter term code 2191 when searching for your course.
   4.1. Terms are established by taking the year and removing the zero, and then adding the month that the semester begins. For example, 2019 equals 219 and Spring begins in January which is the first month of the year which is 1, so the Spring semester term is 2191.
5. In course, you can enter your course code with specificity of the course prefix or the full course code. In this example, we’ve used ‘AFA’ as the course code example, and if you use the prefix it will show all courses named “AFA.” Now we demonstrate all the ‘AFA’ three thousand level courses.