

Requesting a Canvas course

To create a course shell with a single section in it, you will want to select the 'Create Canvas Shell' check box for every course site that you want to create. If you would like to re-name your course shell, you will want to edit the 'Canvas Shell Title' field within the table to reflect the course name that you want to appear in Canvas.

Once you have selected the check box(es) and verified that the course title is correct, you will want to select the 'Request Shell' button at the bottom of the matrix. Once you have selected the 'Request Shell' button, the course site should be available in Canvas in about 20 minutes.

Excluding Course from Canvas

Now we will demonstrate how to exclude a course from Canvas. Search for the Term and course. Once you search, you'll see your courses.

Select which course you want to exclude by selecting the appropriate check box. You'll notice a saved notification. This means that the selected course has now been excluded.