How to Request a Live Canvas Site

A "live" site in Canvas is for course sections on the schedule for the current quarter and has enrolled students listed in the Roster.

When you request a live site, you will be guided through the steps to create your new Canvas course site.

If your course has more than one section, you have the option of:

1. Creating a new Canvas course site for each section (Individual)
   - **Pros**: Fewer students are in each site and you can customize the course site to the needs of students in each section.
   - **Cons**: You will have to send out the same Announcement, monitor all of the discussions, and make edits to each course site.

2. Grouping them into one Canvas course site (Grouped)
   - **Pros**: You only need to send out Announcements once, monitor only one Discussion, and make changes to your course site once.
   - **Cons**: Students may get confused if the combined course site includes both on-campus and fully online course sections because the number and type of assignments, tests, and discussion may be different. Discussion threads can get to be quite overwhelming with so many students. However, you can set up groups to mitigate that issue, if desired. That way, students in each section can have their own Discussion forum.

Steps to request a live site

1. **Log into MyPortal**
2. **Click on the Apps located in navigation on the left then click on the Canvas icon**

3. **Click on “Activate Foothill Canvas Site” link**
4. Click on “Select a Term” drop-down menu

![Canvas Site Manager]

5. Select the appropriate term

6. Click on “Create Canvas Course” button

![Canvas Site Manager]

7. Click on the drop-down menu

![Create New Canvas Course]

8. Select one of your class sections to be the “Parent” course that you want included in your live Canvas site.
9. Follow the instructions based on the type of Canvas site you would like to create, Individual or Grouped. If you have only one section then follow the first set of instructions (Individual).

Create a new Canvas course site for EACH section (Individual)

![Create New Canvas Course](image)

1. Click on the dropdown menu then select the **Parent Course** from the list

   *Note*: Do **NOT** check any of the boxes next to the courses that are shown below "Add Additional Course Sections".

2. Next, click on the "Create" button.

Group all of the sections into ONE Canvas course site (Grouped)

![Create New Canvas Course](image)

Check the box to “**Add Additional Course Sections**” if you want your parent course site to include more than one section.

1. Click on the dropdown menu then select the **Parent Course** from the list
2. Under "**Add Additional Course Sections**" check the box next to each section that you would like to add to the parent course.

   *Note*: Make sure you do **NOT** select a different course otherwise you will end up with a Canvas course that contains more than one course instead of different sections.

3. When you are done adding sections, click on the "Create" button.

10. Next, you will see a spinning arrow next to “**Creating Course 0%**”

    - Please be patient because it takes a minute or so to set up your course site
    - Wait at least one minute
11. Confirm submission of your request
   - Click on the “Reload” button
   - Choose academic term
   - Look for “Provisioned” (green rectangle) in “Canvas Status” column for your course

![Canvas Status Table]

12. To access your new site in Canvas:
   - Log into Canvas
   - Click on “Courses”
   - Click on “All Courses”

![Canvas Course Menu]