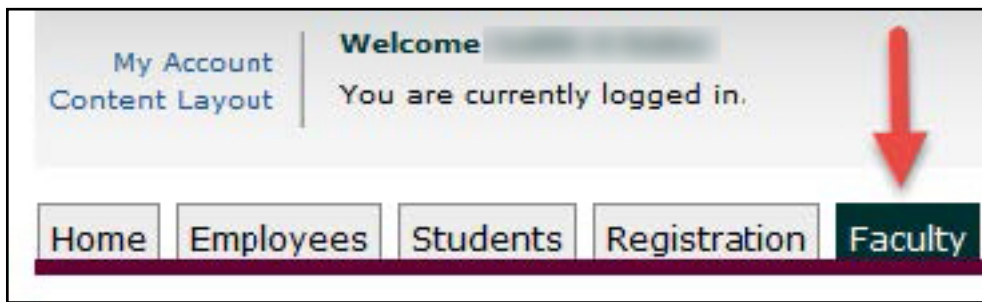


HOW TO REQUEST A LIVE CANVAS SITE

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 grouping them into one Canvas course site or you can create a new Canvas course site for each section.

IN MYPORTAL

1. Log in to **MyPortal**
2. Click on the **Faculty** tab



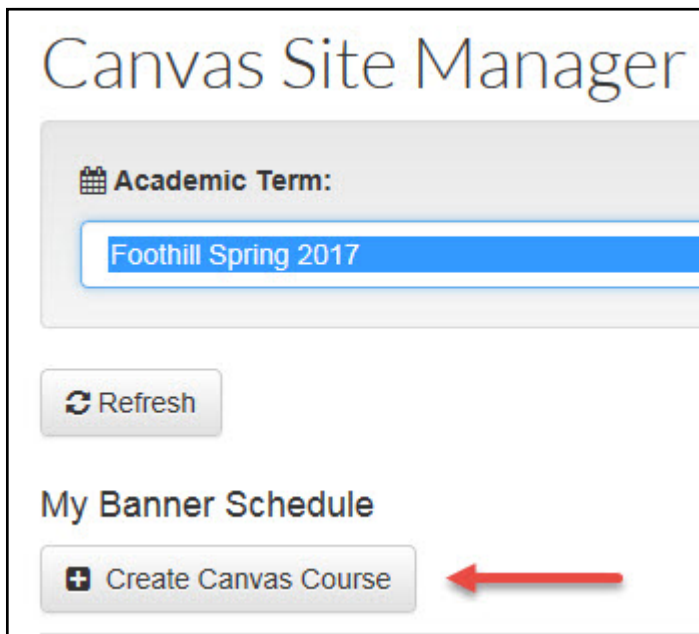
3. Look for "**My Online Courses**" (right side)
4. Click on "Request Canvas Site"



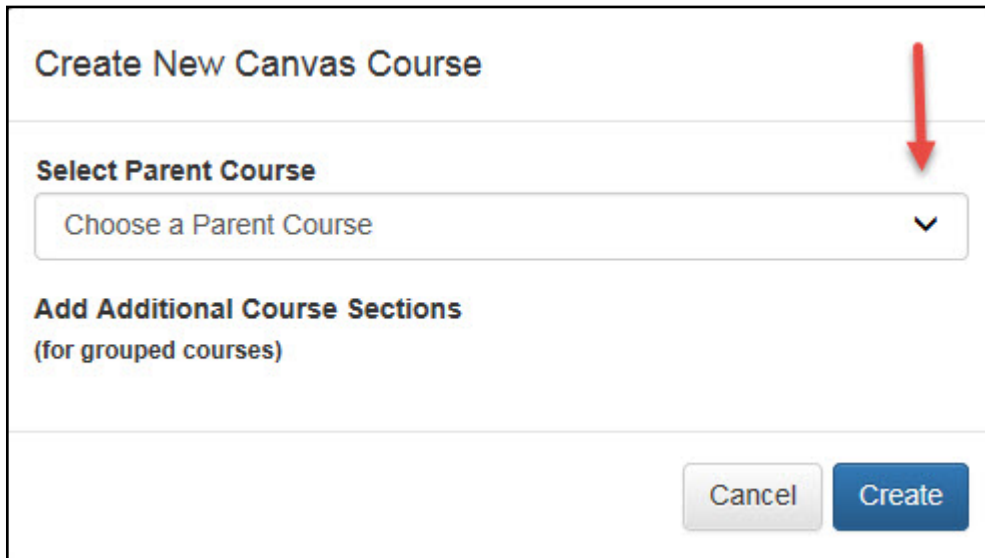
5. Click on "Select a Term" drop-down menu



6. Select the appropriate term
7. Click on "Create Canvas Course" button



8. Click on the drop-down menu



Create New Canvas Course

Select Parent Course

Choose a Parent Course

Add Additional Course Sections
(for grouped courses)

Cancel Create

9. Select one of your class sections to be the "**Parent**" course that you want included in your live Canvas site.
10. If you have more than one section, you need to decide on which type of Canvas site you want to request.
 1. Create 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. Group all of the sections 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.

Follow the instructions based on the type of Canvas site you would like to create. If you have only one section then follow the first set of instructions.

1. CREATE A NEW CANVAS COURSE SITE FOR EACH SECTION (**INDIVIDUAL**)

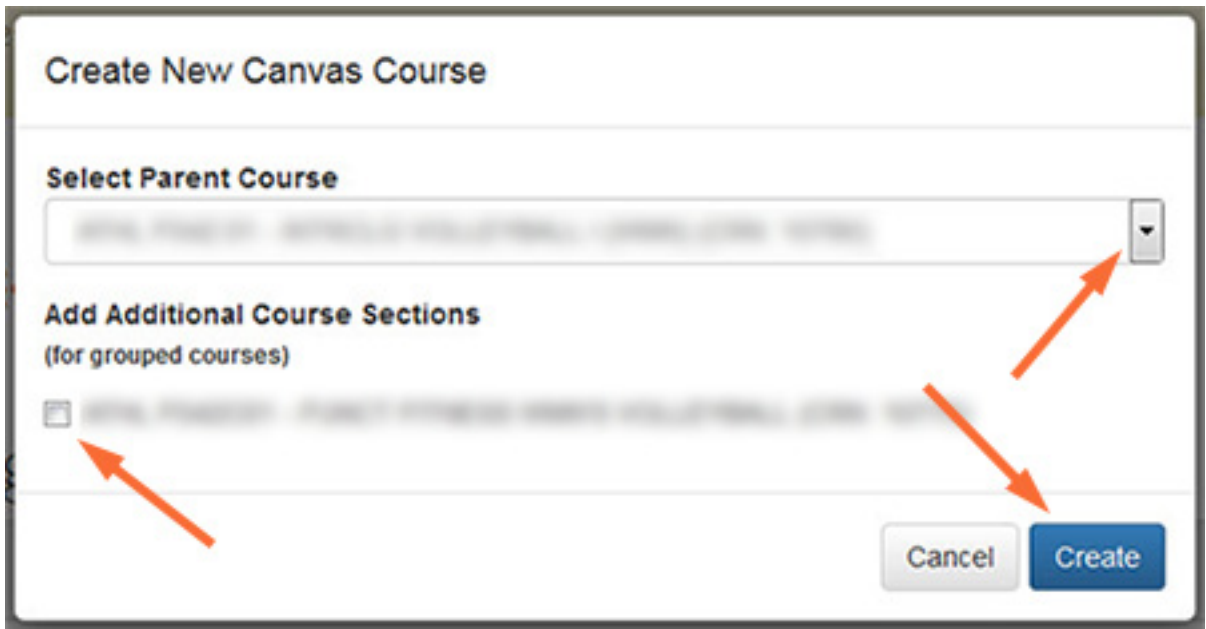
The screenshot shows a web form titled "Create New Canvas Course". It contains the following elements:

- Select Parent Course:** A dropdown menu with a downward arrow on the right side.
- Add Additional Course Sections (for grouped courses):** A section with a checkbox and a list of course entries.
- Buttons:** "Cancel" and "Create" buttons at the bottom right.

Two orange arrows are overlaid on the form: one points from the "Create" button to the dropdown menu, and another points from the dropdown menu to the checkbox in the "Add Additional Course Sections" section.

- 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**".
- Next, click on the "**Create**" button.

2. GROUP ALL OF THE SECTIONS INTO ONE CANVAS COURSE SITE (**GROUPED**)



The screenshot shows a web form titled "Create New Canvas Course". It features a "Select Parent Course" dropdown menu. Below this is a section titled "Add Additional Course Sections (for grouped courses)" which contains a list of sections, each with a checkbox. At the bottom right of the form are "Cancel" and "Create" buttons. Three orange arrows are overlaid on the image: one points to the dropdown menu, one points to the checkbox, and one points to the "Create" button.

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
 - 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.

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

11. 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



12. 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. Provisioned means that the status of your course is live.

My Banner Schedule

Create Canvas Course

"Provisioned" means that your live site has been set up in Canvas.

Canvas Status	CRN	Subject	Course	Section	Banner Status	Title
Provisioned	10020	DMS	F053C	01Y	Open	DIAGNOSTIC MEDICAL SONOGR III
Provisioned	10021	DMS	F055A	01Y	Open	OBSTETRICS I
Provisioned	10240	DMS	F060D	01	Open	CRITIQUE & PATHOLOGY IV

My Canvas Courses

Canvas ID (SIS ID)	Title	Sections
3615 (201811.DMS053C:4215)	Su17 DMS F053C Diagnostic Medical Sonogr III 01Y	10020 DMS 053C.01Y

This is the title of your live course site in Canvas

13. If your site is not visible on the dashboard, read the Canvas guide on "How do I find my course?" for instructions on how to access your course and how to add it to the dashboard.

- [How do I view my Canvas courses as an instructor?](https://community.canvaslms.com/docs/DOC-10265-4152719649)
(https://community.canvaslms.com/docs/DOC-10265-4152719649)
- [How do I customize my Courses list as an instructor?](https://community.canvaslms.com/docs/DOC-10184-4152719654)
(https://community.canvaslms.com/docs/DOC-10184-4152719654)