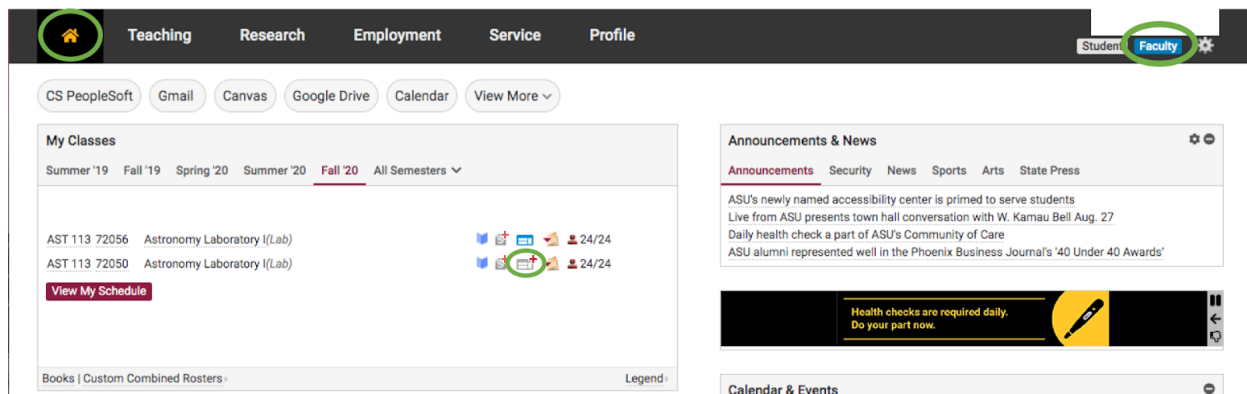


How to Create a Canvas Page

Last Updated 8/19/20

- Access your Faculty page on myASU. Your assigned sections should appear under My Classes on the Home screen.
- Click the rectangular icon that looks like a little webpage with a +. Hovering over this icon will display the text “Create a Canvas class”.



- This will take you to the next screen to set up your course. It is recommended to set up each section individually, as setting up multiple sections at the same time requires the creation of a .csv file with a specific format. Do not select “Request a Canvas training/development/organization course”.

What would you like to do?

Please select the type of course you would like to request by making a selection below.

☐ Request a new Canvas course ?

☐ Request a Canvas training / development / organization course ?

☐ Request multiple course creation

[Continue to next step](#)

- Enter the information for your assigned section. The SLN is the Section Line Number listed for your specific section.

Find a class.

Term

Subject Example: MUP

Catalog Number Example: 304

Class Number / SLN Example: 90110

Instructor Example: Smith

- Click search, then select the section. You may find more than one section listed, one with your name as the instructor, and one with the name of the faculty member in charge of the labs. It is recommended to click on the section with your name listed, though it's unclear if this will affect anything.
- Continue to follow the instructions on the next few screens. Do not click "Add Sections". Adding another section here will combine both Canvas pages into one so people from multiple sections will be combined. This is not recommended as different sections will have different schedules and due dates.
- If you have multiple sections it is recommended to add the day of the lab to the title of the course. For example: "AST 113: Astronomy Laboratory I (2020 Fall) Tuesday".
- On the following screen it is recommended that if you have not taught the labs before to start a new Canvas class from scratch. All Canvas files will be provided. If you have taught the class before and used Canvas you can copy your previous Canvas page. There is also the option to copy a course from another instructor, however I'm not sure how this works. If possible you can copy the AST 113 Canvas pages from Kelley Liebst (although at the time of writing this document my pages are not fully set up).

Create Course

Class	Class #	Section	Title	Component	Seats	Class Roster	Days and Time	Room
AST 113	72050	1005	Astronomy Laboratory I	Laboratory	24	View	T 8:30 PM-11:00 PM	TEMPE - PSH450

Your Canvas class will be available to students on **08/17/2020**.

Note: If you would like your course to be available at a date other than what is displayed above, please enter your desired date that you wish the students to have access to your course in the *Sync Date* section later in the request.

Please verify class information before making a selection below.

☐ Start from scratch
 ☐ Copy an existing Canvas course you have taught
 ☐ Copy an existing Canvas course taught by someone else

[Continue to next step](#)
[Previous Step](#)
[Cancel](#)

- When prompted to select instructors for the course delete Dr. Windhorst so that he doesn't get emails and announcements from all sections (in the future be sure to ask the faculty member in charge of the labs what their preference is). Also be sure to set yourself as the instructor. The TA role in Canvas does not have as much functionality as the Instructor role.

Instructor / TA Information

Assign roles as needed.

Rogier Windhorst	<input checked="" type="radio"/> Add as Instructor	<input type="radio"/> Add as TA	<input checked="" type="radio"/> Delete
Your Name	<input checked="" type="radio"/> Add as Instructor	<input type="radio"/> Add as TA	<input type="radio"/> Delete

[Add Instructor\(s\) or TA's](#)
[Continue to next step](#)
[Previous Step](#)
[Cancel](#)

- No additional resources are needed.
- Double check the information you have entered is correct and select “Create Canvas Course” to submit your course request.
- Repeat for other sections.
- It can take a little while for your course to be created but you should receive an email when it’s ready.