

## How to Create a Course Shell in Canvas

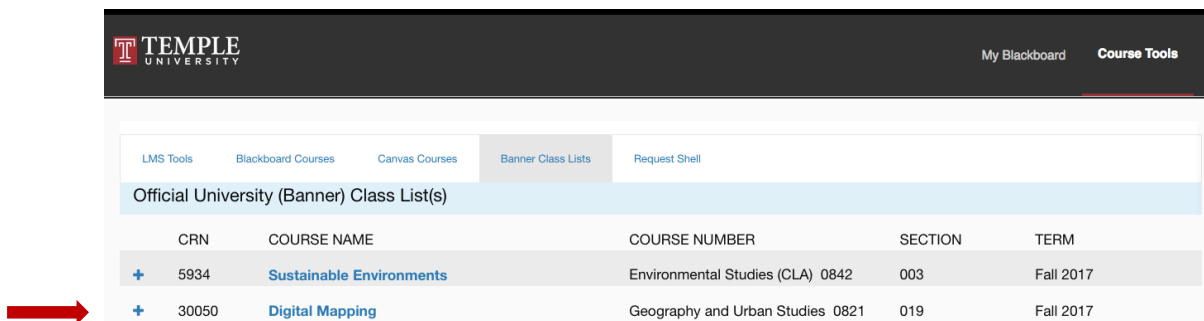
There are two ways to create a new Canvas course:

- Create new Canvas shell for a class listed in Banner.
- Create an empty shell to use as a template (not connected to a specific course).

### Create new Canvas shell for a class listed in Banner

**Note: Only use this method for courses you plan to use Canvas with this Fall.**

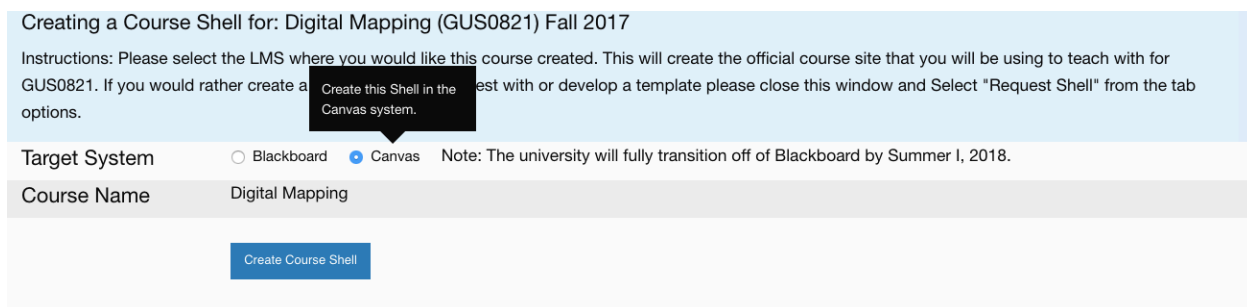
1. From either [canvas.temple.edu](http://canvas.temple.edu) or [learn.temple.edu](http://learn.temple.edu) click “Course Tools.”
2. On the “Course Tools” page click the “Banner Class Lists” tab.
3. Click the “+” next to one of the courses listed.



Official University (Banner) Class List(s)

CRN	COURSE NAME	COURSE NUMBER	SECTION	TERM
+ 5934	Sustainable Environments	Environmental Studies (CLA) 0842	003	Fall 2017
+ 30050	Digital Mapping	Geography and Urban Studies 0821	019	Fall 2017

4. Click the radio button next to “Canvas” then click “Create Course Shell.”



Creating a Course Shell for: Digital Mapping (GUS0821) Fall 2017

Instructions: Please select the LMS where you would like this course created. This will create the official course site that you will be using to teach with for GUS0821. If you would rather create a course shell to use as a template with or develop a template please close this window and Select "Request Shell" from the tab options.

Target System  Blackboard  Canvas Note: The university will fully transition off of Blackboard by Summer I, 2018.

Course Name Digital Mapping

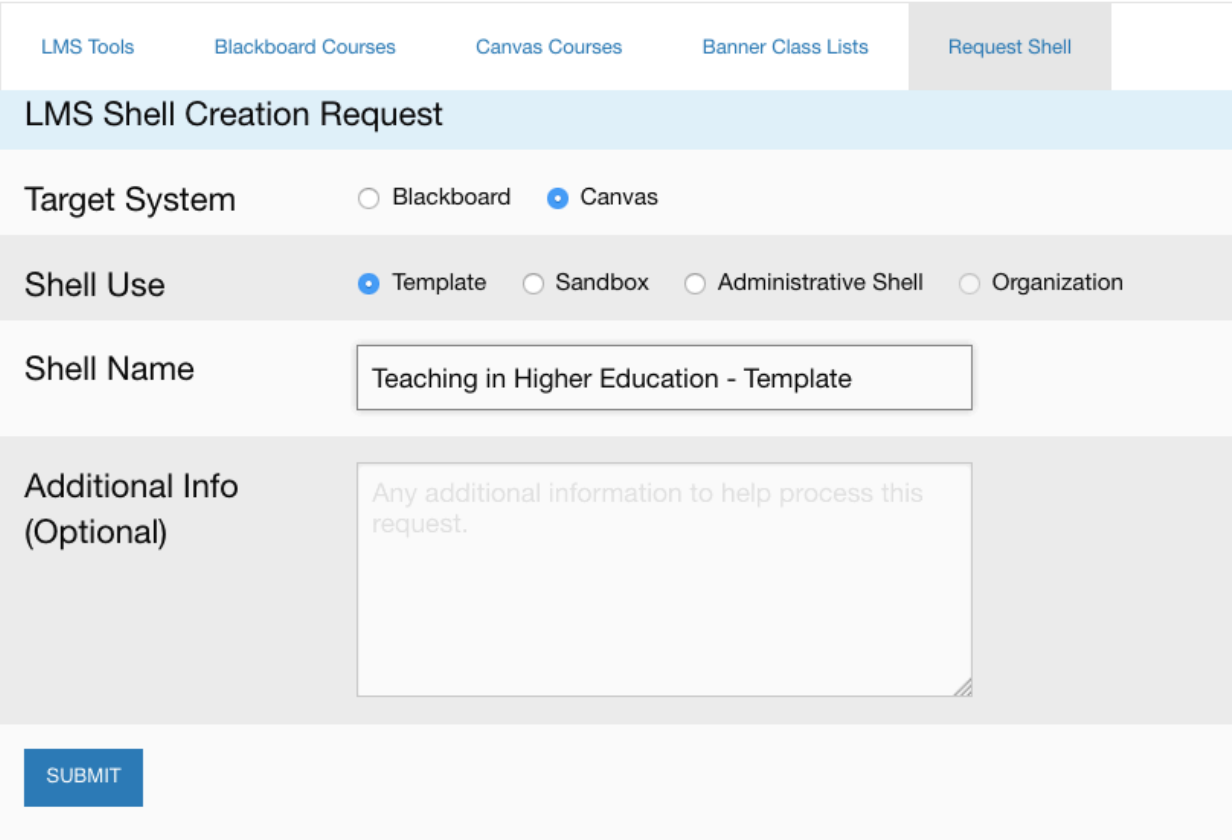
Create Course Shell

5. Visit [canvas.temple.edu](http://canvas.temple.edu) to see your course listed and begin building your course.

**Create an empty shell to use as a template (not connected to a specific course).**

**Note: This method creates canvas courses which are not linked to the Banner system. This is optimal if you wish to build a template course in order to copy it into multiple Canvas courses which are linked to the Banner system.**

1. From either [canvas.temple.edu](https://canvas.temple.edu) or [learn.temple.edu](https://learn.temple.edu) click “Course Tools.”
2. On the “Course Tools” page click the “Request Shell” tab.
3. Click the radio button next to “Canvas” then click “Template” and type in the name for your template course.
4. Click “Submit.”



The screenshot shows a web interface for creating an LMS shell. At the top, there are navigation tabs: "LMS Tools", "Blackboard Courses", "Canvas Courses", "Banner Class Lists", and "Request Shell". The "Request Shell" tab is selected. Below the tabs is a light blue header with the text "LMS Shell Creation Request". The form contains several sections: "Target System" with radio buttons for "Blackboard" and "Canvas" (selected); "Shell Use" with radio buttons for "Template" (selected), "Sandbox", "Administrative Shell", and "Organization"; "Shell Name" with a text input field containing "Teaching in Higher Education - Template"; and "Additional Info (Optional)" with a large text area containing the placeholder text "Any additional information to help process this request." At the bottom left, there is a blue "SUBMIT" button.

5. Visit [canvas.temple.edu](https://canvas.temple.edu) to see your course listed and begin building your template course.