

# How to Create a Course Shell in Canvas at Temple University

There are two ways to create a new Canvas course:

- Create new Canvas shell for a course for which you are listed as Primary Instructor in Banner.
- Create an empty shell to use as a template (not connected to a specific Banner course).

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

1. Click **Course Tools** at the bottom of the Global Navigation Menu on the left.
2. Click the **Banner** tab at the top of the Course Tools page.
3. Click the blue “+” icon to the left to one of the courses listed.

CRN	Course Name	Course Number	Section	Term	System
25412	Honors ASL 1	CSCD1901	001	2017 Fall	None

4. Click the **Create** button at the bottom of the form that appears. In a few seconds, you will see the text 'Course Shell Provisioned.'

This list contains all courses that you are registered in Banner as an Instructor. From here you can create your course shells in either Canvas or Blackboard.

**Note: If you are combining or cross listing multiple CRNs into 1 course, you will only need to create 1 shell to contain all CRNs. There is no need to create empty shells for CRNs that are merged into other courses.**

**System**  Blackboard  Canvas  
*Where you would like this course created.*

**Course Name** Honors ASL 1  
*This can be changed in the LMS once it is created.*

**Additional Information** *Relevant data about this course*  
CRN: 25412  
Course Number: CSCD1901  
Section: 001  
Semester: Fall 2017  
Runs: 08/28/2017-12/22/2017  
Days: M W F

5. Your newly-created course will now appear under **Courses** as **Unpublished**.

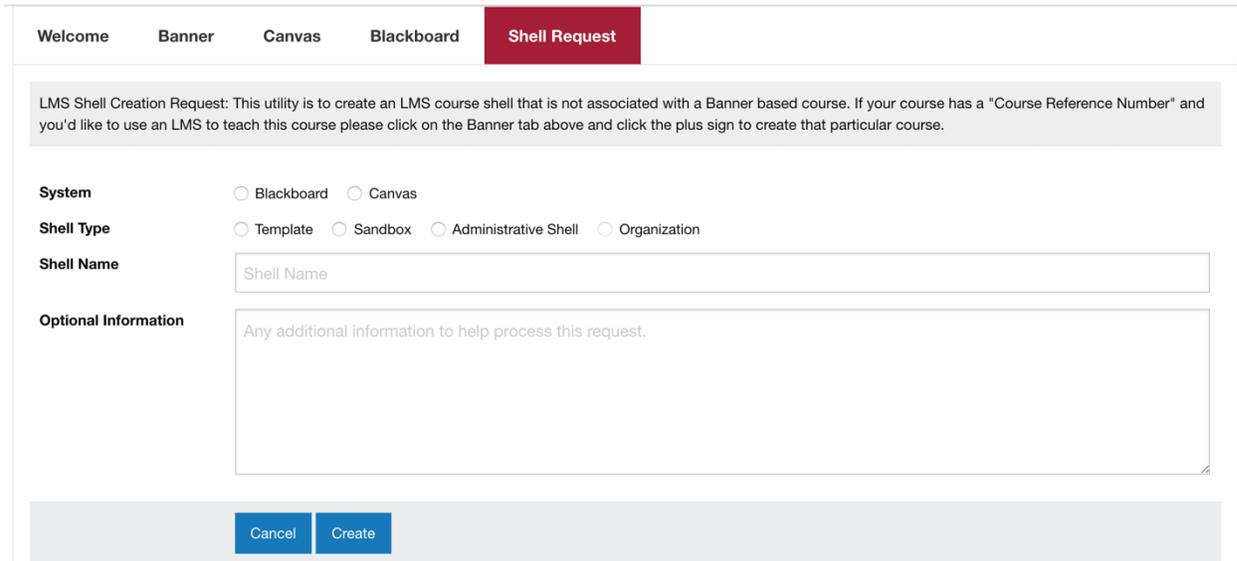
**Note regarding Enrollments:** Students will not populate immediately, but only upon syncing with Banner, which can take up to 4 hours. If you would like to force enrollments manually, follow these steps. If these steps do not work, contact TUhelp.

1. Click **Course Tools** at the bottom of the Global Navigation Menu on the left.
2. Click on the **Canvas** tab at the top
3. Click the gear icon to the left of the desired course
4. Click the blue **Enroll Now** button in the middle of the screen
5. Click **OK** on the popup message
6. Click **Done**

## 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 prepare a future course, as you can copy content that you prepare in a course shell into a future course.

1. Click **Course Tools** at the bottom of the Global Navigation Menu on the left.
2. On the Course Tools page, click the **Shell Request** tab.
3. Click the radio button next to **Canvas**, then click **Template** and type in the name for your template course in **Shell Name**.
4. Click **Create**.



The screenshot shows a web interface for creating an LMS shell. At the top, there is a navigation bar with tabs: Welcome, Banner, Canvas, Blackboard, and Shell Request (which is highlighted in red). Below the navigation bar is a grey box with the following text: "LMS Shell Creation Request: This utility is to create an LMS course shell that is not associated with a Banner based course. If your course has a 'Course Reference Number' and you'd like to use an LMS to teach this course please click on the Banner tab above and click the plus sign to create that particular course." Below this is the form itself. It has four sections: "System" with radio buttons for Blackboard and Canvas; "Shell Type" with radio buttons for Template, Sandbox, Administrative Shell, and Organization; "Shell Name" with a text input field containing "Shell Name"; and "Optional Information" with a large text area containing the placeholder text "Any additional information to help process this request." At the bottom of the form are two buttons: "Cancel" and "Create".

5. Click **Courses** on the Global Navigation Menu to see if your course is listed and to begin building your template course. (Note: It takes up to five minutes for a requested course shell to appear in the Dashboard.)