

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 Banner 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 semester.

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

Welcome	Banner	Canvas	Blackboard	Shell Request		
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.						
	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.

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. Click **Courses** in the Global Navigation Menu in order to see 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 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**.

Welcome Banner Canvas Blackboard **Shell Request**

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.

System Blackboard Canvas

Shell Type Template Sandbox Administrative Shell Organization

Shell Name

Optional Information

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.)