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 to one of the courses listed.
4. Click the Create button at the bottom of the form that appears.
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**.

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.)