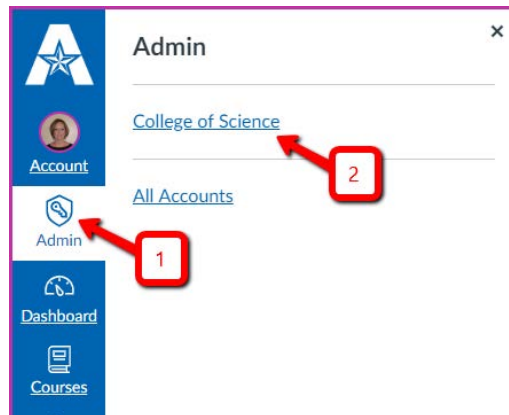


Create a Master Course in Canvas

For details on how to request and manage a master course, please refer to the new course guidelines available on canvas.uta.edu

1) Click on the Admin icon in the Canvas menu and 2) select your college from the menu that appears.



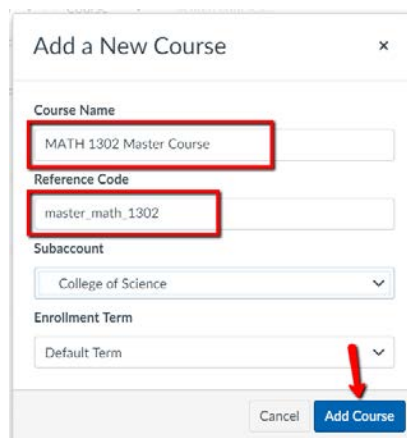
You will be taken to your college's courses page where you will see a list of all the courses for your college. To create a master course, click on the add course button. It is located in the top right corner of the screen.



You will need to provide a name and a reference code. Master shells will be created with the following naming convention

- a) Course Name – Subject code Number Master Course (i.e. MATH 1302 Master Course)
- b) Reference Code – master_subject_number (i.e. master_math_1302)
- c) Subaccount – don't change
- d) Enrollment Term – keep as Default Term.

Click on Add Course when done.

A screenshot of the 'Add a New Course' form. The form has several input fields: 'Course Name' with the value 'MATH 1302 Master Course', 'Reference Code' with the value 'master_math_1302', 'Subaccount' with a dropdown menu showing 'College of Science', and 'Enrollment Term' with a dropdown menu showing 'Default Term'. The 'Add Course' button at the bottom right is highlighted with a red arrow.

After the course is created, you can add the faculty member to the course. Search for the course in your course list. Click on the plus sign (+) to add users to the course.

Published	Course	SIS ID	Term	Teacher	Sub-Account	Students
	MATH 1302 Master Course		Default Term		Training	0

Add the person with their UTA email address and click on Next when ready. To add more than one person at a time, separate the email addresses with a comma and one space.

Add user(s) by
 Email Address Login ID SIS ID
Example: lsmith@myschool.edu, mfoster@myschool.edu
joseph.rutledge@uta.edu

Role: Teacher
Section: [empty]
 Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

Buttons: Cancel, Next

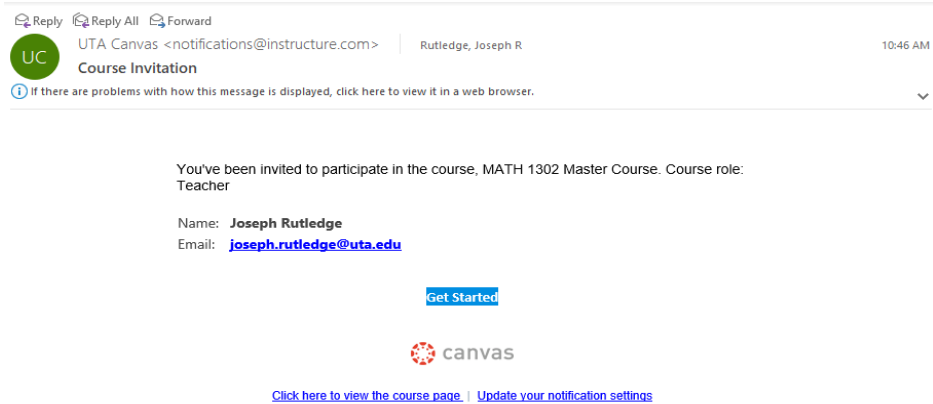
You will be asked to confirm the enrollment(s). If the wrong person was selected, click on Start Over. If everything is correct, click on Add Users.

The following users are ready to be added to the course.

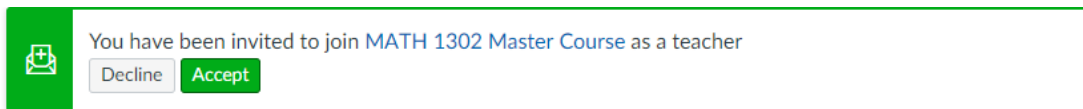
Name	Email Address	Login ID	SIS ID	Institution
Joseph Rutledge	joseph.rutledge@uta.edu			The University of Texas at Arlington

Buttons: Cancel, Start Over, Add Users

The person you added to the course will receive an email from UTA Canvas letting them know they were added to the course.



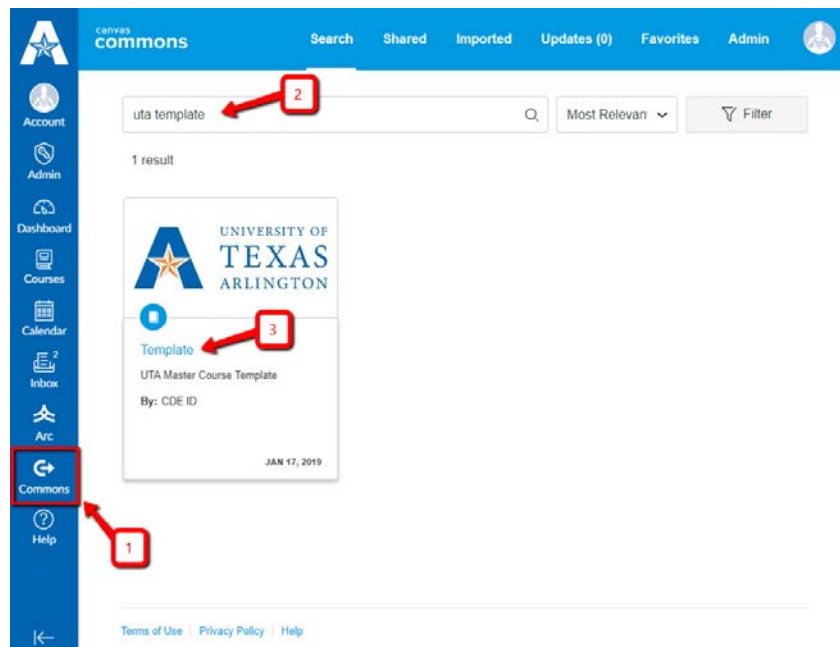
The person needs to log into Canvas and accept the invitation to get started. This only needs to be done for courses where a person is manually added to a course.



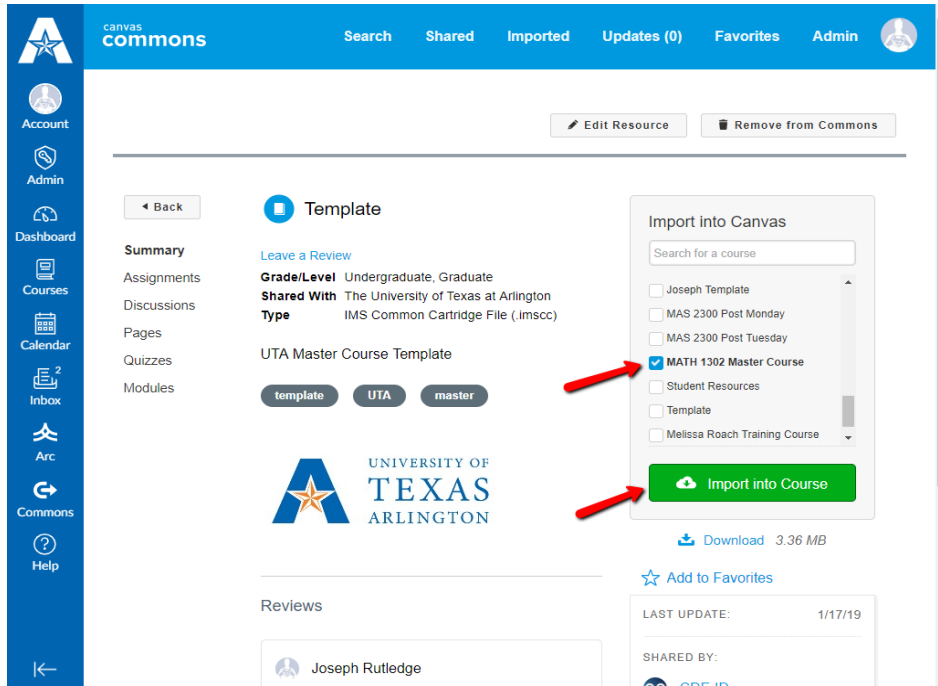
Copy the UTA template from Canvas Commons

The Faculty member will need to add the UTA template to the master course.

- 1) Click on the Commons icon in the Canvas menu.
- 2) type "UTA template" in the search bar
- 3) click on the template.



Place a checkmark in the box for the master course in the list of courses under Import into Canvas and click on Import into Course.



You will receive a message stating that you started the import. The import will take a few minutes.

You have successfully started the import! Please note that it may take a while to see changes in your course.