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.
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.

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.

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 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.