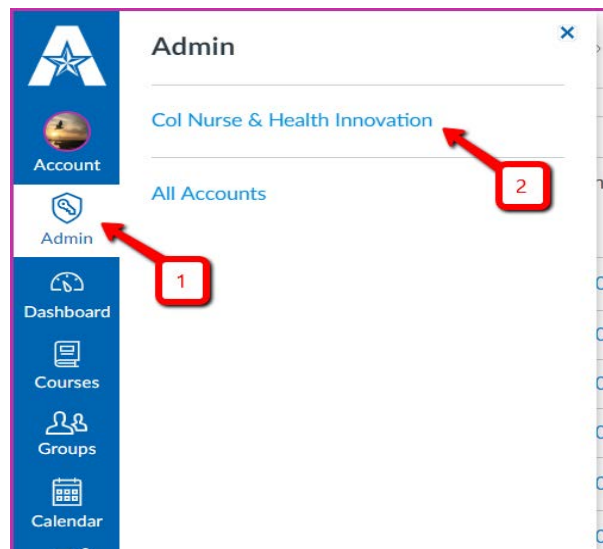# Creating a Training Course in Canvas

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 training 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. The naming convention we are using is: Course Name (FirstName LastName Training Course) and reference code in all lower case (FirstInitial+LastName_training_course). Use the name of the person who will be using the training course.

Click on Add Course when done.

After the course is created, you can add the person 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.
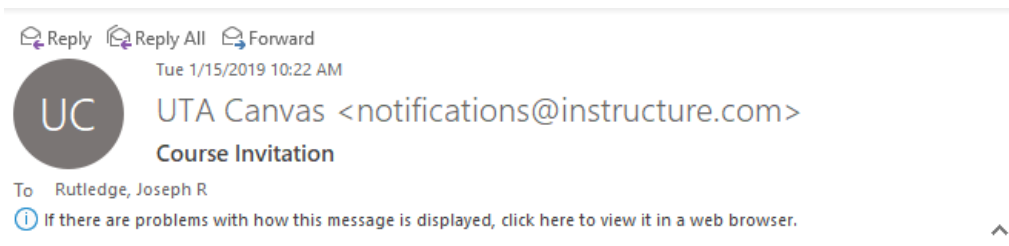

You will be asked to confirm the enrollment(s). If the wrong person was selected, click on Start Over. If everything is correct, click on Add Users.

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.