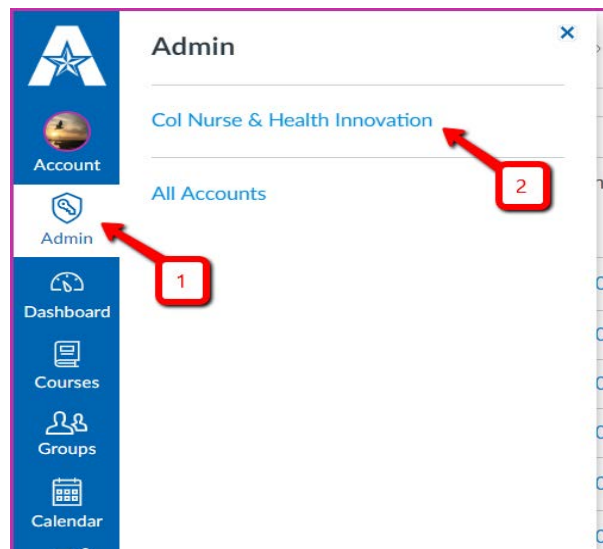


Creating a Training Course in Canvas

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 (FirstInitialLastName_training_course). Use the name of the person who will be using the training course.

Click on Add Course when done.

A screenshot of the 'Add a New Course' form. The form has a title bar with a close button (X). It contains four input fields: 'Course Name' with the text 'FirstName LastName Training Course', 'Reference Code' with the text 'FirstInitialLastName_training_course', 'Subaccount' with a dropdown menu showing 'Col Nurse & Health Innovation', and 'Enrollment Term' with a dropdown menu showing 'Default Term'. At the bottom right are two buttons: 'Cancel' and 'Add Course'. A red arrow points to the 'Add Course' button.

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.

The screenshot shows a course list interface. At the top, there are filters for 'All Terms' and 'Course'. A search bar contains 'Kelley Monroe', with a red box and arrow pointing to it labeled 'search here'. Below the filters are checkboxes for 'Hide courses without students' and 'Show only blueprint courses'. A table lists courses with columns: Course, Term, Teacher, Sub-Account, and Students. The first row is 'Kelley Monroe Training Course', 'Default Term', 'KM Kelley Monroe', 'Col Nurse & Health Innovation', and '0'. A red box and arrow point to the plus sign (+) in the Students column, labeled 'click here to add users'. A blue box with the number '1' is positioned below the table.

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.

The dialog box is titled 'Add People to: Kelley Monroe Training Course'. It has a close button (x) in the top right. Under 'Add user(s) by', the 'Email Address' radio button is selected. Below it, an example email address is shown: 'Example: lsmith@myschool.edu, mfooster@myschool.edu'. A text input field contains 'joseph.rutledge@uta.edu', which is highlighted with a red box. Below the input field are two dropdown menus: 'Role' (set to 'Teacher') and 'Section' (set to 'Kelley Monroe Training'). There is a checkbox labeled 'Can interact with users in their section only' which is unchecked. At the bottom, there is a blue button labeled 'Next' with a red arrow pointing to it, and a 'Cancel' button. A note at the bottom reads: 'When adding multiple users, use a comma or line break to separate users.'

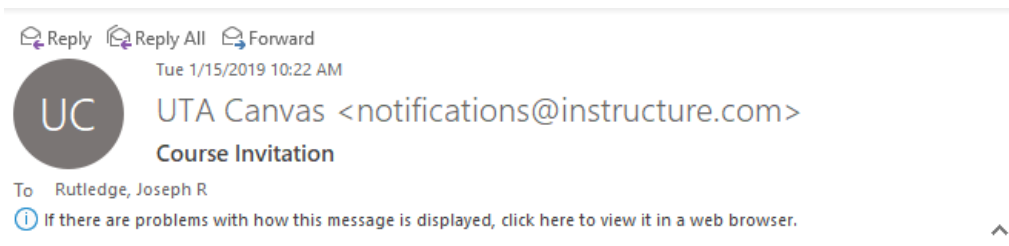
You will be asked to confirm the enrollment(s). If the wrong person was selected, click on Start Over. If everything is correct, click on Add Users.

The dialog box is titled 'Add People to: Kelley Monroe Training Course'. It has a close button (x) in the top right. At the top, there is a green checkmark icon and a message: 'The following users are ready to be added to the course.' Below this is a table with the following data:

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

At the bottom, there are three buttons: 'Cancel', 'Start Over', and 'Add Users'. A red arrow points to the 'Add Users' button.

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



You've been invited to participate in the course, Kelley Monroe Training Course. Course role: Teacher

Name: **Joseph Rutledge**
Email: joseph.rutledge@uta.edu

[Get Started](#)



[Click here to view the course page](#) | [Update your notification settings](#)

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.

