

ONE.UF: CREATE CANVAS COURSE SHELL

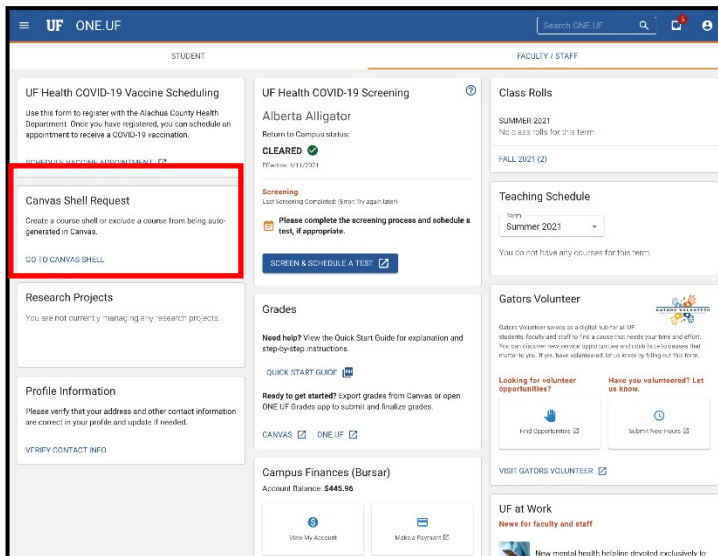
In this instructional guide, users will learn how to create a Canvas Course Shell for multiple sections in ONE.UF.

NAVIGATION

1. Use the following to Navigate to one.uf.edu in your web browser
2. Click **LOG IN**
3. Click **Log in with Gatorlink**
4. Enter your **Gatorlink Username** and **Password**

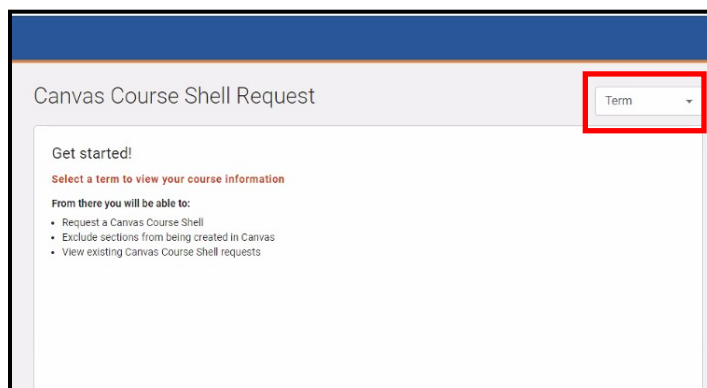
ACCESSING CANVAS SHELL REQUEST

1. Select **Go to Canvas Shell**.

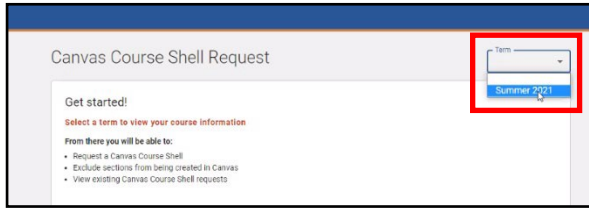


If the **Course Shell Request Card** is missing, access the tool via this link: is <https://one.uf.edu/canvas-shell-request/>.

2. Select **Term**.

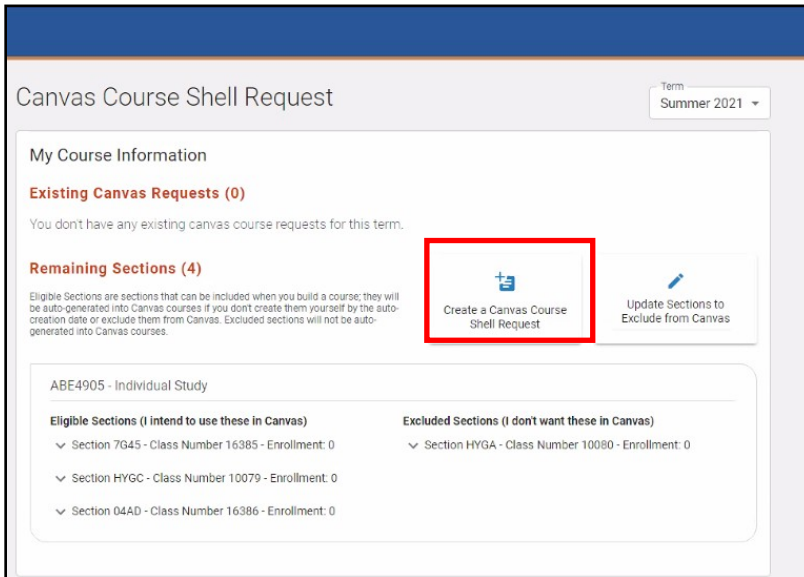


3. Choose the correct Term. For this example, **Summer 2021** will be used.



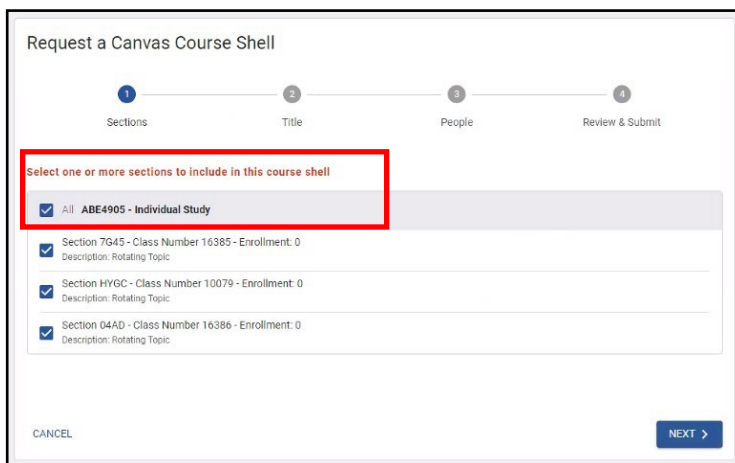
The screenshot shows the 'Canvas Course Shell Request' form. A dropdown menu for 'Term' is highlighted with a red box, and 'Summer 2021' is selected. Below the dropdown, there is a 'Get started!' section with instructions: 'Select a term to view your course information'. Underneath, it says 'From there you will be able to:' followed by a list: 'Request a Canvas Course Shell', 'Exclude sections from being created in Canvas', and 'View existing Canvas Course Shell requests'.

4. Next choose the **Create a Canvas Shell Request**.



The screenshot shows the 'Canvas Course Shell Request' form for 'Summer 2021'. It has a 'My Course Information' section. Under 'Existing Canvas Requests (0)', it says 'You don't have any existing canvas course requests for this term.' Under 'Remaining Sections (4)', there is a description of eligible sections. Two buttons are visible: 'Create a Canvas Course Shell Request' (highlighted with a red box) and 'Update Sections to Exclude from Canvas'. Below, there are two columns: 'Eligible Sections (I intend to use these in Canvas)' and 'Excluded Sections (I don't want these in Canvas)'. The eligible sections list includes 'Section 7G45 - Class Number 16385 - Enrollment: 0', 'Section HYGC - Class Number 10079 - Enrollment: 0', and 'Section 04AD - Class Number 16386 - Enrollment: 0'. The excluded section is 'Section HYGA - Class Number 10080 - Enrollment: 0'.

5. Users have the option to select all sections or individual sections at one time. Click **NEXT** button after the selection has been chosen.



The screenshot shows the 'Request a Canvas Course Shell' form. At the top, there is a progress bar with four steps: 1. Sections, 2. Title, 3. People, and 4. Review & Submit. Below the progress bar, there is a section titled 'Select one or more sections to include in this course shell' (highlighted with a red box). It contains a list of sections with checkboxes: 'All ABE4905 - Individual Study' (checked), 'Section 7G45 - Class Number 16385 - Enrollment: 0' (checked), 'Section HYGC - Class Number 10079 - Enrollment: 0' (checked), and 'Section 04AD - Class Number 16386 - Enrollment: 0' (checked). At the bottom, there is a 'CANCEL' button and a 'NEXT >' button (highlighted with a red box).

6. Give the course a title. Click **NEXT** button.

Request a Canvas Course Shell

Sections Title People Review & Submit

Give Course Shell a Title

Title
ABE4905 - Individual Study Summer 2021

Note: You can rename the title of the course to suit your needs 38 / 254

CANCEL < BACK NEXT >

7. Add Additional People to the site by clicking on the **+Person** button.

Request a Canvas Course Shell

Sections Title People Review & Submit

Instructors Automatically Added to Site
Kocher, James - Teacher (You)
Correll, Melanie J - Teacher

Add Additional People to the Site
(This can also be done in Canvas)

+ Person

Help:
[What does Limit to Section mean?](#)
[What are differences between Roles?](#)

CANCEL < BACK SKIP >

8. Find the person by using the Gatorlink ID.

Request a Canvas Course Shell

Sections Title People Review & Submit

Instructors Automatically Added to Site
Kocher, James - Teacher (You)
Correll, Melanie J - Teacher

Add Additional People to the Site
(This can also be done in Canvas)

+ Person

*indicates required field

Gatorlink ID* Role* Section* Limit to Section

CANCEL < BACK NEXT >

9. After you find the person, you will need to assign the Role.

The screenshot shows the 'Request a Canvas Course Shell' form at the 'People' step. The 'Role' dropdown menu is open, displaying the following options: Designer, Facilitator, Observer, TA Grading Only, TA Non-Grading, TA, and Teacher. The 'TA' option is currently selected and highlighted in blue. The form also shows the Gatorlink ID 'burleyj' and a 'Limit to Section' checkbox that is checked.

10. Next, assign the section. You can choose all or just one section. Select the **NEXT** button.

The screenshot shows the 'Request a Canvas Course Shell' form at the 'People' step. The 'Section' dropdown menu is open, displaying the following options: All (INIT), Section 7G45 - Class Number 16385, Section HVGC - Class Number 10079, and Section 04AD - Class Number 16386. The 'All (INIT)' option is currently selected and highlighted in blue. The form also shows the 'Role' dropdown set to 'TA' and the 'Limit to Section' checkbox checked.

The screenshot shows the 'Request a Canvas Course Shell' form at the 'People' step. The 'Section' dropdown menu is closed, and the selected section is 'Section 7G45 - Class Number 1638'. The 'Limit to Section' checkbox is checked. The 'NEXT' button at the bottom right of the form is highlighted with a red box.

11. Review your Canvas Course Shell and click on the **SUBMIT** button.

Request a Canvas Course Shell

Sections Title People **Review & Submit**

Review Your Course and Submit

Course name
ABE4905 - Individual Study Summer 2021

Sections included in this course shell request
Section 7G45 - Class Number 16385 - Enrollment: 0
Section HYGC - Class Number 10079 - Enrollment: 0
Section 04AD - Class Number 16386 - Enrollment: 0

People included in this course shell request

Gatorlink ID	Role	Sections(s)	Limit to Section
jkocher	TeacherEnrollment	All (INIT)	No
correllm	TeacherEnrollment	All (INIT)	No
burleyj	TaEnrollment	7G45	Yes

CANCEL < BACK **SUBMIT**

12. Choose Back to **Summer 2021** button.

Request a Canvas Course Shell

✔ Successfully submitted a Canvas Course Request. It should be visible in Canvas within 30 minutes.

Back To Summer 2021

13. The update takes up to 30 minutes.

Canvas Course Shell Request Term: Summer 2021

My Course Information

Existing Canvas Requests (1)

ABE4905 - Individual Study Summer 2021 Pending (up to 30 minutes) ^

Sections included in this course shell request
Section 7G45 - Class Number 16385 - Enrollment: 0
Section HYGC - Class Number 10079 - Enrollment: 0

People included in this course shell request

Gatorlink ID	Role	Sections(s)	Limit to Section
burleyj	TaEnrollment	7G45	Yes
correllm	TeacherEnrollment	All (INIT)	No
jkocher	TeacherEnrollment	All (INIT)	No

Remaining Sections (1)

Eligible Sections are sections that can be included when you build a course; they will be auto-generated into Canvas courses if you don't create them yourself by the auto-creation date or exclude them from Canvas. Excluded sections will not be auto-generated into Canvas courses.

Create a Canvas Course Shell Request Update Sections to Exclude from Canvas

ABE4905 - Individual Study

Eligible Sections (I intend to use these in Canvas) **Excluded Sections (I don't want these in Canvas)**

(None) Section HYGA - Class Number 10080 - Enrollment: 0

HOW TO EXCLUDE SECTIONS FROM CANVAS.

1. Choose **Update Sections to Exclude from Canvas** button.

Canvas Course Shell Request Term: Summer 2021

My Course Information

Existing Canvas Requests (0)
You don't have any existing canvas course requests for this term.

Remaining Sections (4)
Eligible Sections are sections that can be included when you build a course; they will be auto-generated into Canvas courses if you don't create them yourself by the auto-creation date or exclude them from Canvas. Excluded sections will not be auto-generated into Canvas courses.

[Create a Canvas Course Shell Request](#) [Update Sections to Exclude from Canvas](#)

ABE4905 - Individual Study

Eligible Sections (I intend to use these in Canvas)	Excluded Sections (I don't want these in Canvas)
<input checked="" type="checkbox"/> Section 7G45 - Class Number 16385 - Enrollment: 0	(None)
<input checked="" type="checkbox"/> Section HYGC - Class Number 10079 - Enrollment: 0	
<input checked="" type="checkbox"/> Section 04AD - Class Number 16386 - Enrollment: 0	
<input checked="" type="checkbox"/> Section HYGA - Class Number 10080 - Enrollment: 0	

2. Choose all sections or just one to exclude. For this example, one will be shown.

Canvas Course Shell Request Term: Summer 2021

My Course Information

Select Sections to Exclude
The sections you choose to exclude will never be auto-generated into courses and will not be available for you to include in courses.

Exclude All **ABE4905 - Individual Study**

Exclude Section 7G45 - Class Number 16385 - Enrollment: 0
Description: Rotating Topic

Exclude Section HYGC - Class Number 10079 - Enrollment: 0
Description: Rotating Topic

Exclude Section 04AD - Class Number 16386 - Enrollment: 0
Description: Rotating Topic

Exclude Section HYGA - Class Number 10080 - Enrollment: 0
Description: Rotating Topic

3. Select Exclude: Section HYGA – Class Number 10080 then select **Save**.

Select Sections to Exclude
The sections you choose to exclude will never be auto-generated into courses and will not be available for you to include in courses.

Exclude All **ABE4905 - Individual Study**

Exclude Section 7G45 - Class Number 16385 - Enrollment: 0
Description: Rotating Topic

Exclude Section HYGC - Class Number 10079 - Enrollment: 0
Description: Rotating Topic

Exclude Section 04AD - Class Number 16386 - Enrollment: 0
Description: Rotating Topic

Exclude Section HYGA - Class Number 10080 - Enrollment: 0
Description: Rotating Topic

4. Eligible and Excluded Sections are shown.

Canvas Course Shell Request Term: Summer 2021

My Course Information

Existing Canvas Requests (0)
You don't have any existing canvas course requests for this term.

Remaining Sections (4)
Eligible Sections are sections that can be included when you build a course; they will be auto-generated into Canvas courses if you don't create them yourself by the auto-creation date or exclude them from Canvas. Excluded sections will not be auto-generated into Canvas courses.

[Create a Canvas Course Shell Request](#) [Update Sections to Exclude from Canvas](#)

ABE4905 - Individual Study

Eligible Sections (I intend to use these in Canvas)	Excluded Sections (I don't want these in Canvas)
<input type="checkbox"/> Section 7G45 - Class Number 16385 - Enrollment: 0	<input type="checkbox"/> Section HYGA - Class Number 10080 - Enrollment: 0
<input type="checkbox"/> Section HYGC - Class Number 10079 - Enrollment: 0	
<input type="checkbox"/> Section 044D - Class Number 16386 - Enrollment: 0	

FOR ADDITIONAL ASSISTANCE

UF Computing Help Desk
352-392-HELP option 3
helpdesk.ufl.edu