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.

4. Next choose the Create a Canvas Shell Request.

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

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

8. Find the person by using the Gatorlink ID.
9. After you find the person, you will need to assign the Role.

10. Next, assign the section. You can choose all or just one section. Select the NEXT button.
11. Review your Canvas Course Shell and click on the **SUBMIT** button.

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

13. The update takes up to 30 minutes.
HOW TO EXCLUDE SECTIONS FROM CANVAS.

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

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

3. Select **Exclude: Section HYGA – Class Number 10080** then select **Save**.
4. Eligible and Excluded Sections are shown.

![Canvas Course Shell Request](image)

FOR ADDITIONAL ASSISTANCE

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