

UF

Canvas Course Request

UF | Information Technology

Rise to Five

11/26/18



Requesting Canvas Courses

- Instructors can create and combine course shells for course sections.
- Sections can be excluded from having a course shell created.
- A course shell for each section will be created automatically if no action is taken by January 3rd at 5pm.

Canvas Course Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Term: begins with



Canvas Course Request

Term 2191 Spring 2019

Subject Area MAP Catalog Nbr 5304 Intermed Diff Equatns

[Course Request FAQ](#)

	Exclude From Canvas	Combine Sections	Canvas Shell Title Course-Class Section(Nbr) - Description	Create Canvas Shell	Class Attributes	Requested by	Requested Submitted at
1	<input type="checkbox"/>		MAP5304-16G0(15607) - Intermed Diff Equatns	<input checked="" type="checkbox"/>	Info	Demas,Carol E	11/11/2018 9:41:50PM
2	<input type="checkbox"/>		<input type="text" value="MAP5304-23G5(15608) - Intermed Diff Equatns"/>	<input type="checkbox"/>	Info		
3	<input type="checkbox"/>		<input type="text" value="MAP5304-3F72(15609) - Intermed Diff Equatns"/>	<input type="checkbox"/>	Info		

Request Shell

Instructions for Requesting

- E-Learning website contains tutorials for requesting courses in Canvas.
- Information includes written and video documentation.

The screenshot shows a navigation menu on the left with the following items: ANNOUNCEMENTS, E-LEARNING BASICS, E-LEARNING KNOWN ISSUES, E-LEARNING TIPS, CREATING SECTIONS, ADDING PARTICIPANTS, COURSE REQUEST PROCESS, SUPPORTED SERVICES, INSTRUCTOR HELP, and STUDENT HELP FAQs. The main content area features the title 'REQUESTING YOUR COURSE IN E-LEARNING' in large blue letters. Below the title, there is a red text block stating: 'If you are a faculty or staff member or the Graduate Teaching Assistant you may request a course by completing the Instructor e-Learning Course Request.' This is followed by another red text block: 'There are 3 types of Course Requests:'. Below this, three red text items are listed: 'e-Learning Course Request (for Registrar Courses)', 'e-Learning NR Course Request Form (for Non-Registrar Courses)', and 'Adding a Section to an Existing e-Learning Course Site'. A second section title, 'REGISTRAR COURSE REQUEST', is displayed in blue. Underneath, a paragraph explains that Registrar courses can be requested by faculty members in myUFL by navigating to Main Menu > Student Information System > Online Learning > Canvas Course Request. It notes that support staff need the UF_SA_CANVAS_CRSE_REQUEST_ADMIN security role. Finally, a bulleted list of two items is provided: 'Navigation for Faculty' and 'Transcript: Faculty Course Request Navigation'.

<https://elearning.ufl.edu/course-request-process/>

Communications about Requesting

- Announcement sent to Canvas teachers and facilitators listserv
- Announcement posted on the Canvas website
- Article posted to UFIT News
- Presented to the campus Instructional Designers group and will attend another meeting for follow-up
- Article to be in the Provost's newsletter this week
- Email to everyone who has requested a Canvas course in the past year to be sent next week

Changes to UF's Course Request System

November 15, 2018

Upgrades to the Student Information System (part of the COMPASS project) changes how to request and create courses. UF's course request system is now a self-service portal in [myUFL](#). The navigation is:

[myUFL](#) → [Main Menu](#) → [Student Information System](#) → [Online Learning](#) → [Canvas Course Request](#)

Course creators can request a cross-listed course site, a course site for every section, merging of specific sections of a course, or to not include their course on Canvas. Course sites can be created as soon as the information is fully entered into the Registrar's system up until 5:00 p.m. on January 2, 2019. After that deadline, all courses with

e-Learning

UF

 **canvas Update**