## Requesting a course shell for Canvas

To request a Canvas Course Shell

- 1. Login to navigator
- 2. Go to Faculty Home
- 3. Click on elearning request-Canvas
- 4. Select the term and click on search
- 5. Use the pull down menu to select Active
- Click on Save and Post to elearn
  - Your course should be ready in one hour

| Salem State College Navigator Portal - Windows Intern             | et Fynlarer   | -0×  |
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| Thursday, November 10, 2011                                       | ,<br>   | Navigator Home   Navigator Help   Sign out                             |
| My Page Employee Home Faculty Home Camp<br>Content Layout         | us Info   |  |
| Enterprise Menu   | Academics   | Advisees   |
| Employee Home<br>Faulth Home<br>Campus Info<br>Change My Password | eLearnina (formerty WebCT)<br>Link to SSC Library<br>Faculty Center<br>View My Weekh Schedule<br>Catalog Search<br>Class Search<br>Set my classes for elearning<br>DGCE Course Eval Results<br>eLearning Request - Canvas<br>(* 1999 - 2011 Salem State University, All rights reserved<br>Learl Disclaimer. Conversity Pallery, Revery Pallery | Advisor Helpful Hints<br>View Advisees<br>Dearee Audit Issue Reporting |
| Set cla   | ,<br>sses for eLearning   |  |
|   | *Term: search   |  |
| Class   | Class Title Days & Times  | Room Class Dates   |
|   | Save Only Save and Post to eLea   | m Cancel   |
| Set classes for eL  | earning   |  |

| *Term: Spring 2012 💌 search      |                          |   |   |                            |                            |                                |  |  |
|----------------------------------|--------------------------|---|---|----------------------------|----------------------------|--------------------------------|--|--|
| My Teaching<br>*eLearn<br>Action | Schedule ><br>Class      | Spring 2012 > Salem S<br>Class Title        |   | University<br>Days & Times | Room                       | Class Dates                    |  |  |
|                                  | BIO<br>200-L21<br>(2144) | ANATOMY AND<br>PHYSIOLOGY I<br>(Laboratory) | 2 | Tu 7:30 AM - 10:20 AM      | Meier<br>429; A &<br>P Lab | Jan 17, 2012 -<br>May 14, 2012 |  |  |