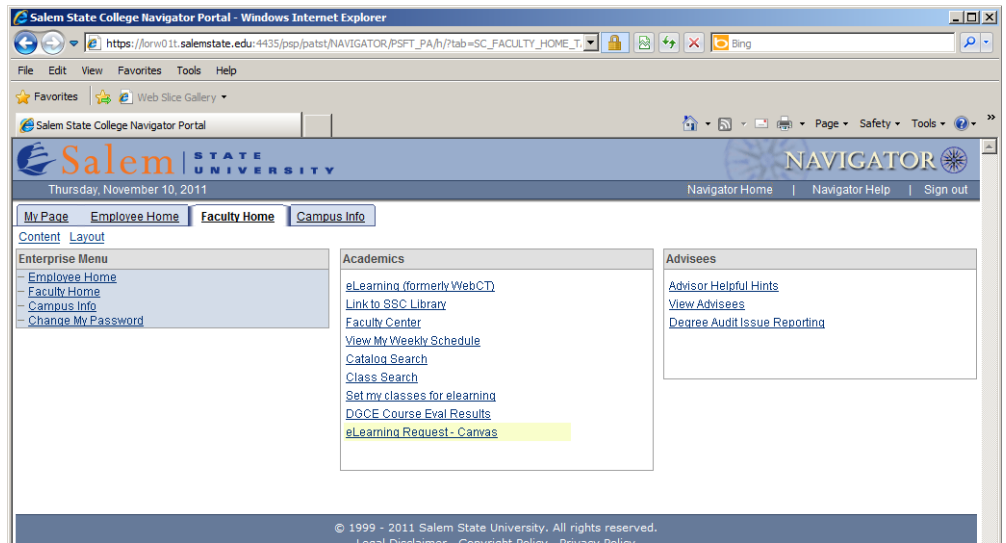


Requesting a course shell for Canvas

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
6. Click on Save and Post to elearn

Your course should be ready in one hour



Set classes for eLearning

*Term:

Class	Class Title	Days & Times	Room	Class Dates

Set classes for eLearning

*Term:

My Teaching Schedule > Spring 2012 > Salem State University

*eLearn Action	Class	Class Title	Enrl	Days & Times	Room	Class Dates
<input type="text" value="Active"/>	BIO 200-L21 (2144)	ANATOMY AND PHYSIOLOGY I (Laboratory)	2	Tu 7:30 AM - 10:20 AM	Meier 429; A & P Lab	Jan 17, 2012 - May 14, 2012