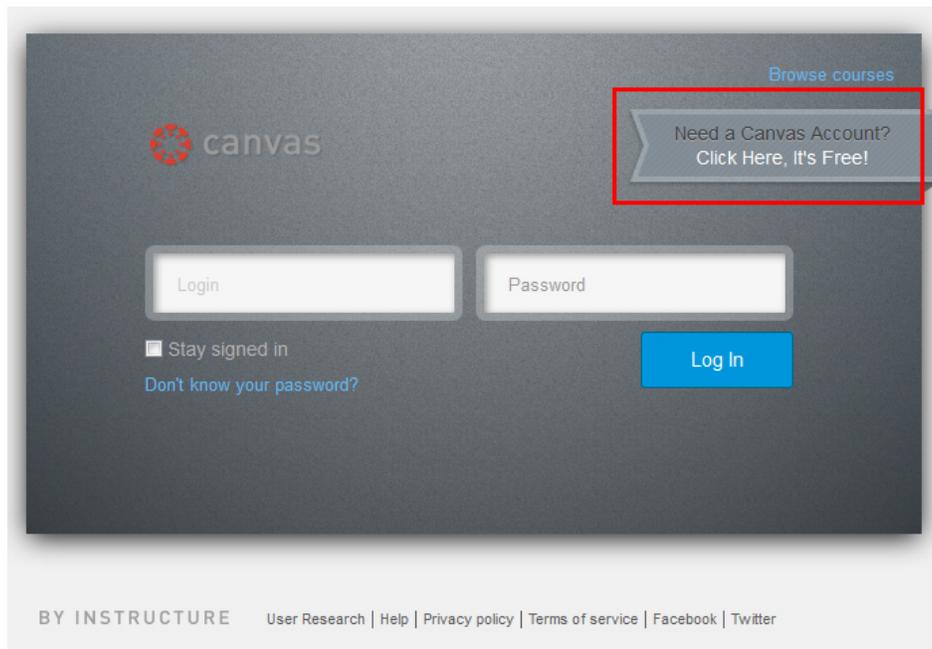
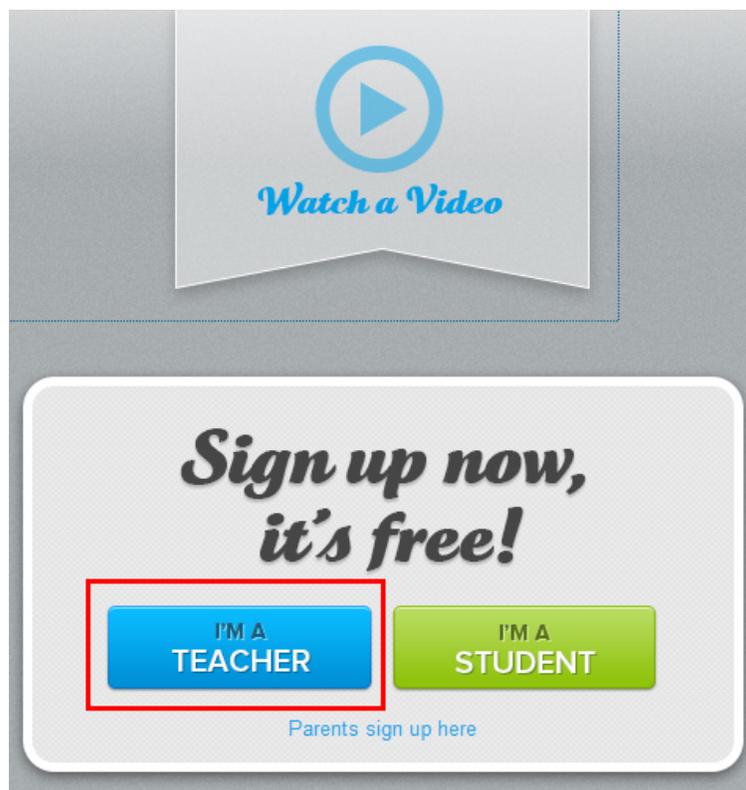


How to Create a Poly Primers Teacher Account & Course Shell

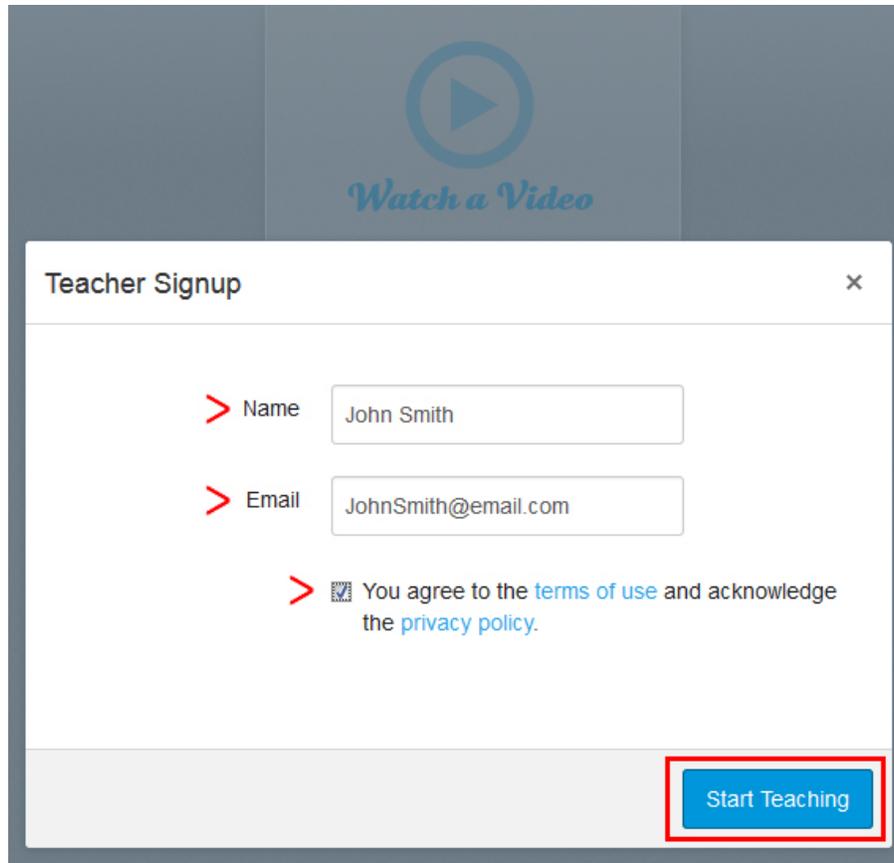
Go to <https://successprimers.instructure.com/> . Click the “Need a Canvas Account ribbon.



On the next screen, Click the Teacher button.

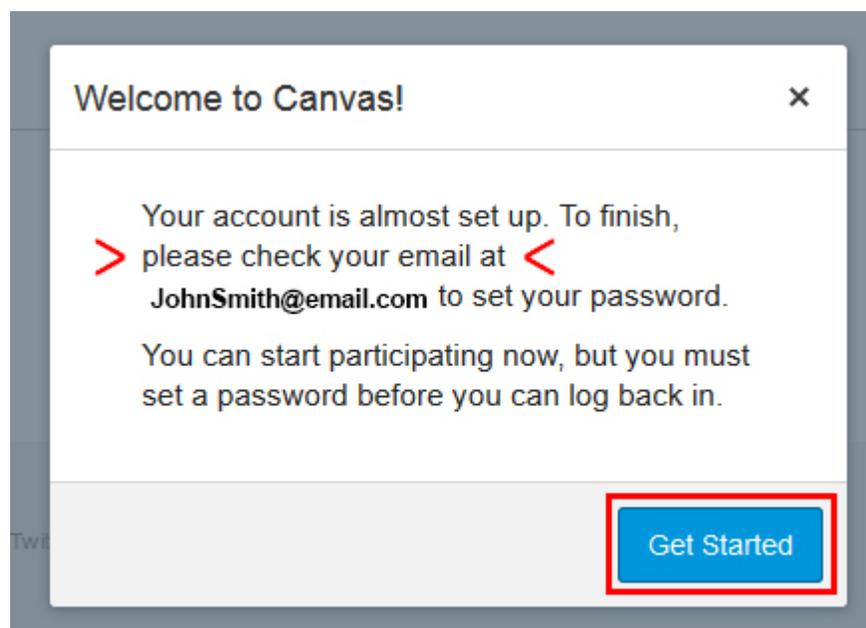


On the Sign Up screen, enter your name and email. **The email that you enter here will become your login including the @email.com portion.** Agree to the TOS, and Click Start Teaching.



The screenshot shows a 'Teacher Signup' dialog box. At the top, there is a play button icon and the text 'Watch a Video'. The form contains three fields: 'Name' with the value 'John Smith', 'Email' with the value 'JohnSmith@email.com', and a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' which is checked. A blue 'Start Teaching' button is located at the bottom right and is highlighted with a red border.

You will be presented with a Welcome screen. **You must check the email account you entered** to confirm your registration. You can click the Get Started button if you like, although there will not be any courses to show.



The screenshot shows a 'Welcome to Canvas!' dialog box. The text inside reads: 'Your account is almost set up. To finish, please check your email at JohnSmith@email.com to set your password. You can start participating now, but you must set a password before you can log back in.' A blue 'Get Started' button is located at the bottom right and is highlighted with a red border.

When you login to your email you should see a note from FI Poly Primers. Open this email and click the registration link.

The screenshot shows an email interface. On the left, there is a sidebar with a red 'COMPOSE' button, 'Inbox (7,230)', and 'Starred'. The main area shows an email from 'FI Poly Primers' with the subject 'Confirm Registration: Canvas'. The email content includes a link to finish the registration process, a thank you message for John Smith, and the URL 'fipolytechnicsandbox.instructure.com'. The sender's name is 'FI Poly Primers <notifications@instructure.com>' and the time is '8:03'.

[Click here to finish the registration process](#)

Thank you for registering with Canvas! This email is confirmation that the user John Smith is registering for a new account at fipolytechnicsandbox.instructure.com.



[Update your notification settings](#)

The link will take you to the Welcome page for Poly Primers. You will now create your password. Please create a password you can remember. **I.T. has No Way to reset your password.** The time zone should already be set to Eastern for you. Click the Register button.

The screenshot shows the 'Welcome Aboard!' page for Canvas. The form asks for 'Login' (JohnSmith@email.com), 'Password' (masked with dots), and 'Time Zone' (Eastern Time (US & Canada)). There is a 'View Privacy Policy' link and a blue 'Register' button with red arrows on either side.

Congratulations! Your FIPoly Primers Teacher account has been created. Before you can create a course shell we need to know what department you are teaching in, (Math, English, Engineering, etc.) or if the course is going to belong to a lab or grant so that we can give you access to the proper area in Canvas. This will ensure that all the Canvas courses are organized and easy to find for you as the teacher and the student enrolling for courses.

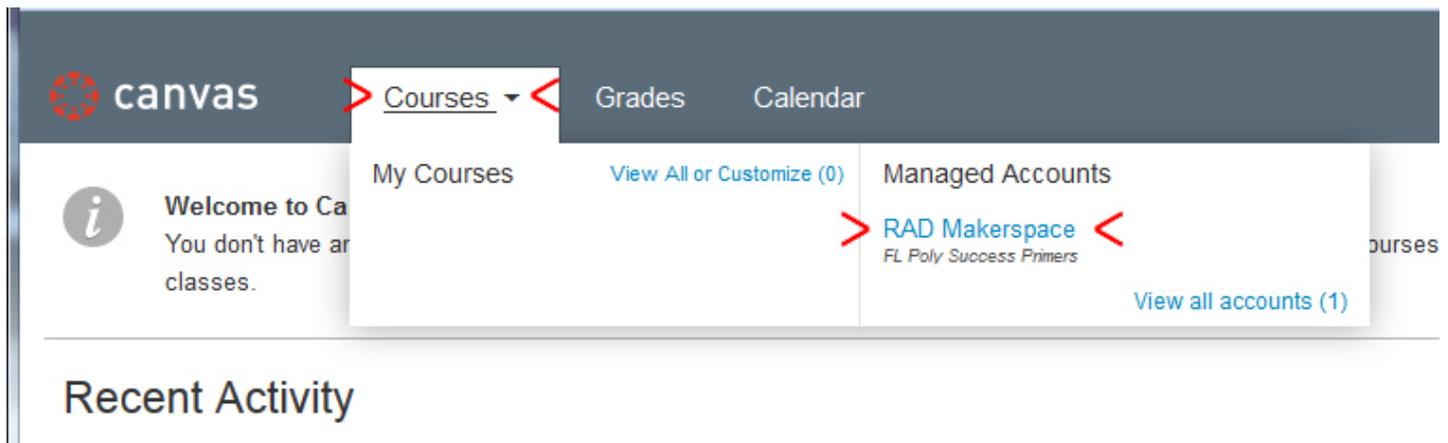
Send an email to sjohnson@flpoly.org and please copy helpdesk@flpoly.org with a brief explanation of the course you are creating and the department or category it should fall under.

You will receive an email replay when your account has been placed in the proper group. This is a very quick one time process.

**send an email
to sjohnson@flpoly.org
and copy helpdesk@flpoly.org**

When you receive the reply email, login back into FIPoly primers, <https://successprimers.instructure.com/>

Hover over the Courses Tab. In the drop down you will see the department or group that you belong to. Click that blue link.

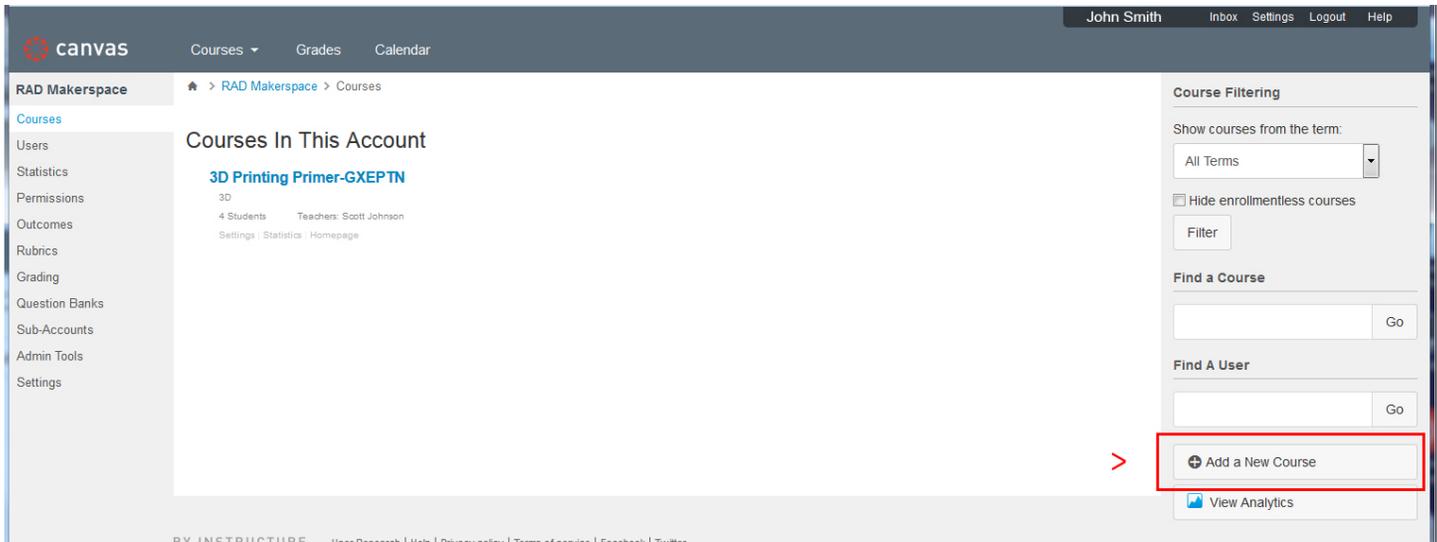


The screenshot shows the Canvas LMS navigation bar. The 'Courses' tab is selected, and a dropdown menu is open. The dropdown menu contains the following items:

- My Courses
- View All or Customize (0)
- Managed Accounts
 - RAD Makerspace** (highlighted with a blue link and red arrows) with the subtext 'FL Poly Success Primers' below it.
 - View all accounts (1)

Below the navigation bar, the 'Recent Activity' section is visible.

Now you can begin creating your course shell and populating it with content. Click the Add New Course on the right.



In the New Course window, give your course a name. This is the name students will see when looking for your course. Give your course a reference code. In the example I used my initials and the number 1 for my first shell. The department should already be set correctly.

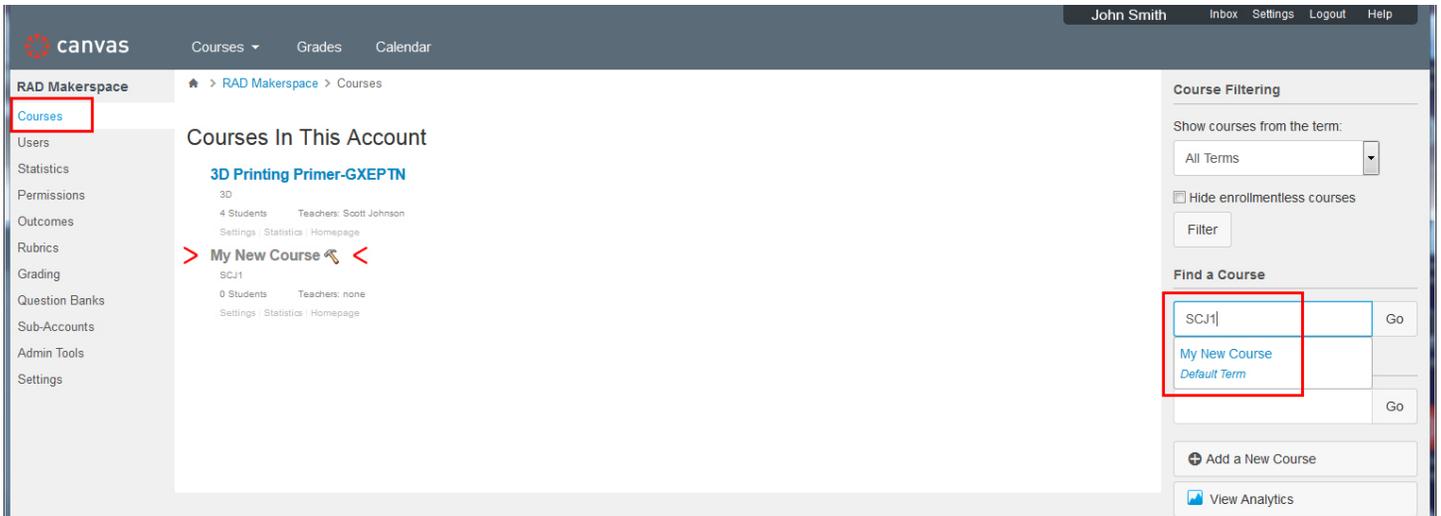
Enrollment Term:

- Default Term – This choice will make your course available all of the time.
- Annual – This choice will also make your course available all of the time.
- Fall 15 – This will make your course available only for the Fall 2015 term.
- Spring 16 – This will make your course available only for the Spring 2016 term.

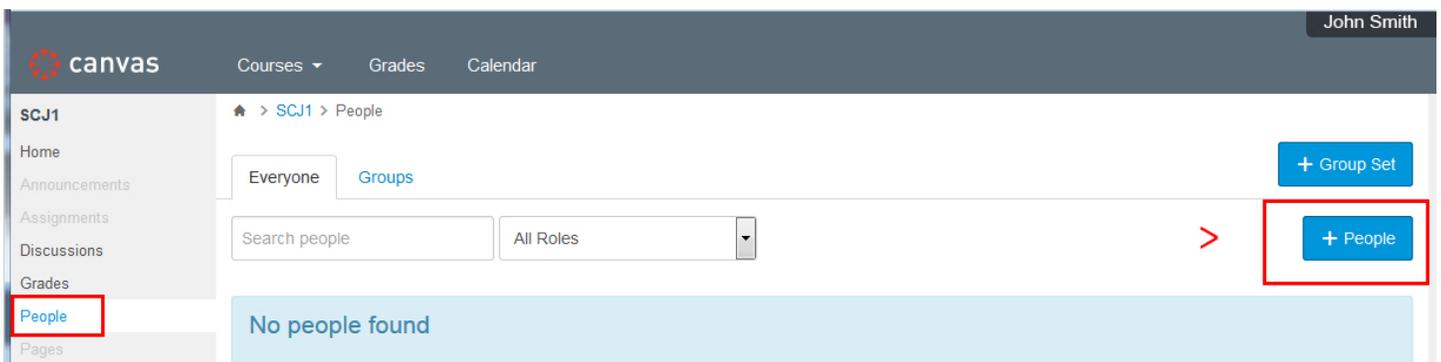
Choose what works best for you and the course and Click the Add Course button.

A screenshot of the 'Add a New Course' dialog box. It contains four input fields: 'Course Name:*' with the value 'My New Course', 'Reference Code:*' with the value 'SCJ1', 'Department:' with a dropdown menu showing 'RAD Makerspace', and 'Enrollment Term' with a dropdown menu showing 'Default Term'. The 'Enrollment Term' dropdown is open, showing options: 'Default Term', 'Annual', 'Fall 15', and 'Spring 16'. At the bottom right, there are two buttons: 'Cancel' and 'Add Course'. The 'Add Course' button is highlighted with a red box.

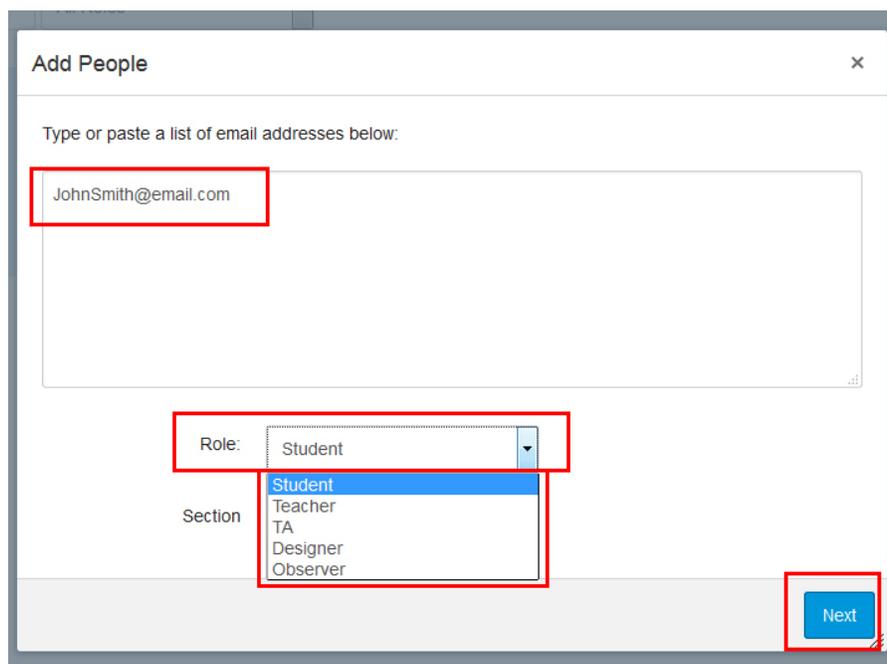
You will be brought the Courses screen. You will not see your course just yet. You can find your course by either clicking on the Courses link in the Navigation list or entering your Course Code in the search box.



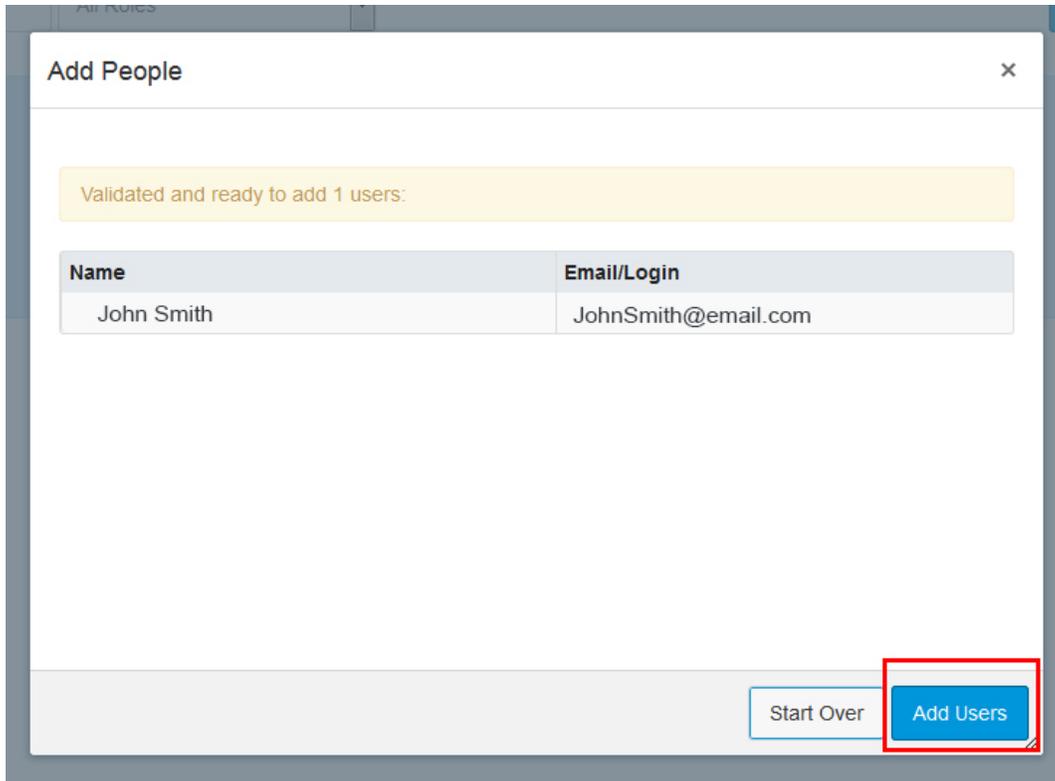
Click on your course. You are almost ready to begin creating content. First you must add yourself to the course as a Teacher. Click the People tab in the Navigation list. Now Click the +People button on the People page.



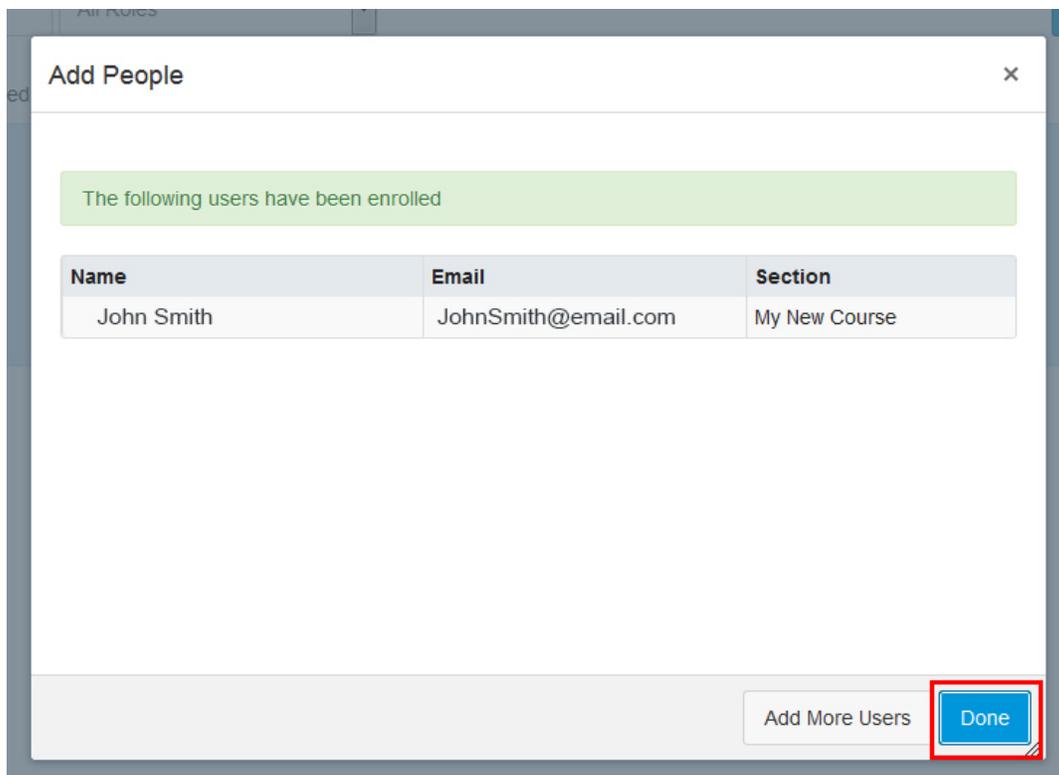
Type the email address for yourself that you used to sign in with. Choose Teacher from the "Role" drop down and Click Next.



Canvas likes to verify users being added to courses. This screen shows the email belongs to John Smith. Make sure your name and email are correct then, Click the Add Users button.

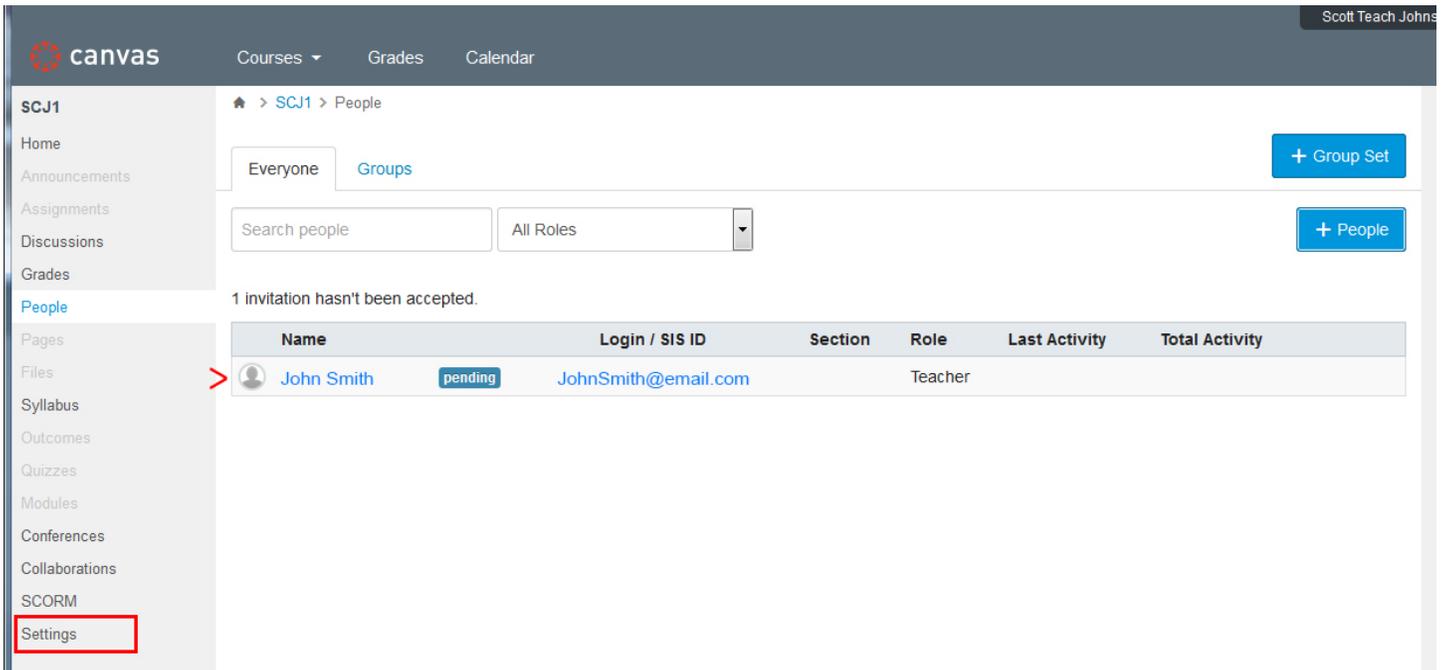


The next screen is a confirmation that the user has been added. Click the Done button.



Now when you go to the People Tab in the navigation list you will see your name. The Pending label means when you sign into Canvas the next time you will be presented with an invitation to the course in which you accept. You can continue to work in the course at this time and do not have to log out and log back in.

Click the Settings tab in the navigation list.



The screenshot shows the Canvas LMS interface for course SCJ1. The top navigation bar includes 'Courses', 'Grades', and 'Calendar'. The left sidebar contains various navigation options, with 'Settings' highlighted by a red box. The main content area is titled 'SCJ1 > People' and features a search bar, a role dropdown set to 'All Roles', and buttons for '+ Group Set' and '+ People'. A message states '1 invitation hasn't been accepted.' Below this is a table with the following data:

| Name | Login / SIS ID | Section | Role | Last Activity | Total Activity |
|--|---------------------|---------|---------|---------------|----------------|
|  John Smith | JohnSmith@email.com | | Teacher | | |

The settings are very important. Take your time to make sure you have the settings the way you want them. We will cover Settings on two pages. Continue to the next page.

Now we need to set the course settings so that students can find the course, and enroll in it, (use the graphic below).

On the course Details tab you should see the Course Name, Course Code, Time Zone, Term, etc.

We will go through the settings one at a time so you can be sure to make the choices that are best for you.

(If your course will only run for one semester you will need to set the first three settings, otherwise leave them blank)

- Starts: - you can set a date that the course starts
- Ends: - you can set the course end date
- Participation checkbox. If you have dates that you want students to be able to access the course you need to complete the Starts and Ends fields and check this box. The example course runs all year round so these are not completed.
- Language: - The default is English. This is primarily used for language courses only that need to be in a different language. *Not generally used.*

We will continue with the rest of the settings on the next page.

The screenshot shows the 'Course Details' settings page in Canvas LMS. The left sidebar lists various course management options, with 'Settings' highlighted. The main content area is titled 'Course Details' and contains several configuration fields:

- Name:** My New Course
- Course Code:** SCJ1
- Time Zone:** Eastern Time (US & Canada)
- Department:** RAD Makerspace
- Term:** Default Term
- Starts:** (empty date field)
- Ends:** (empty date field)
- Participation:** Users can only participate in the course between these dates. This will override any term availability settings.
- Language:** Not set (user-configurable, defaults to English (US))

At the bottom, there is a link to 'Join the Canvas Translation Community' with a note: 'This will override any user/system language preferences. This is only recommended for foreign language courses'.

More Settings on the next page.

- **File Storage:** - 500 MB is plenty. In fact this setting has never been changed for any course we have on our other instance of Canvas. If your course is going to hold a lot of videos let me know and I will be happy to set this for you to the proper setting. **We pay for space so we have to be careful here.**
- **Grading Scheme:** - Here you can choose the grading scheme you will use or create one.
- **License:** - Here you can set what type of license you want your course and content to have.
- **Visibility:** - This is the one that will allow students to see your course so that they can self-enroll in it.
 - For the first two I would leave unchecked for privacy reasons.
 - Check the second two will allow students to find the course in the catalog and enroll in it after they have created their account.
- **Format:** - I would not set this as we are still a young university. This formats the course for either classroom or online.
- **Description:** - This is another important one. If you type a small description of your course the students will see this in the course catalog. It helps promote your course to the students.
- **More Options:** - Click this link, there are some important settings listed here.
- **Self-Enroll:** - These are the first two settings. If you want students to be able to self-enroll in your course these needs to be checked. This will also add the Join button to the homepage that they see when they click on your course from the catalog.
- **Other Settings:** - The rest of the settings are specific to the course you are teaching and how you want to teach it. Change settings that will benefit you and the way you want to deliver the course.
- **Create Pages:** - This should always be set to Teacher unless you are letting students create course content.

Click Update Course Details (See Graphic Below)

File Storage: megabytes

> Grading Scheme: Enable course grading scheme

> License: ?

Visibility:

- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)
- > Make this course visible to authenticated users
- > Include this course in the public course index
- Restrict students from viewing course after end date
- Restrict students from viewing course before start date

Format:

Description:

[fewer options](#)

- > Let students self-enroll by sharing with them a secret URL or code
- > Add a "Join this Course" link to the course home page
 - Let students attach files to discussions
- > Let students create discussion topics
- > Let students edit or delete their own discussion posts
- > Let students organize their own groups
 - Hide totals in student grades summary
 - Hide grade distribution graphs from students
 - Disable comments on announcements
- > can create, rename, and edit course wiki pages by default

Congratulations! You have created your course shell and have the settings completed. You can start adding content to the course at this time. Enjoy!