

How to Request a Live Canvas Site

A "live" site in Canvas is for course sections on the schedule for the current quarter and has enrolled students listed in the Roster.

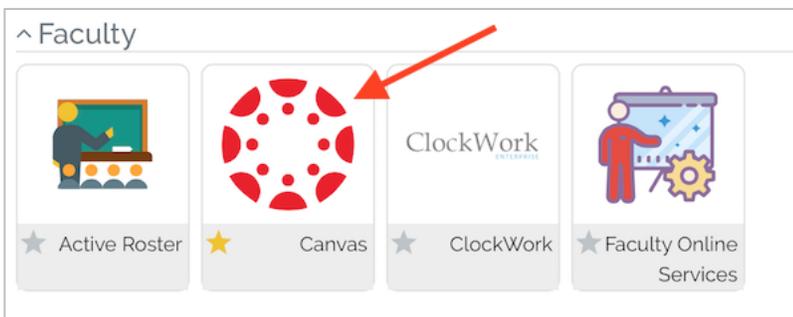
When you request a live site, you will be guided through the steps to create your new Canvas course site.

If your course has more than one section, you have the option of:

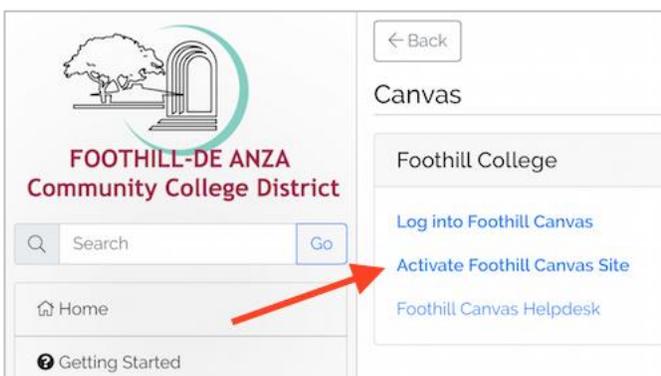
1. Creating a new Canvas course site for each section (**Individual**)
 - **Pros:** Fewer students are in each site and you can customize the course site to the needs of students in each section.
 - **Cons:** You will have to send out the same Announcement, monitor all of the discussions, and make edits to each course site.
2. Grouping them into one Canvas course site (**Grouped**)
 - **Pros:** You only need to send out Announcements once, monitor only one Discussion, and make changes to your course site once.
 - **Cons:** Students may get confused if the combined course site includes both on-campus and fully online course sections because the number and type of assignments, tests, and discussion may be different. Discussion threads can get to be quite overwhelming with so many students. However, you can set up groups to mitigate that issue, if desired. That way, students in each section can have their own Discussion forum.

Steps to request a live site

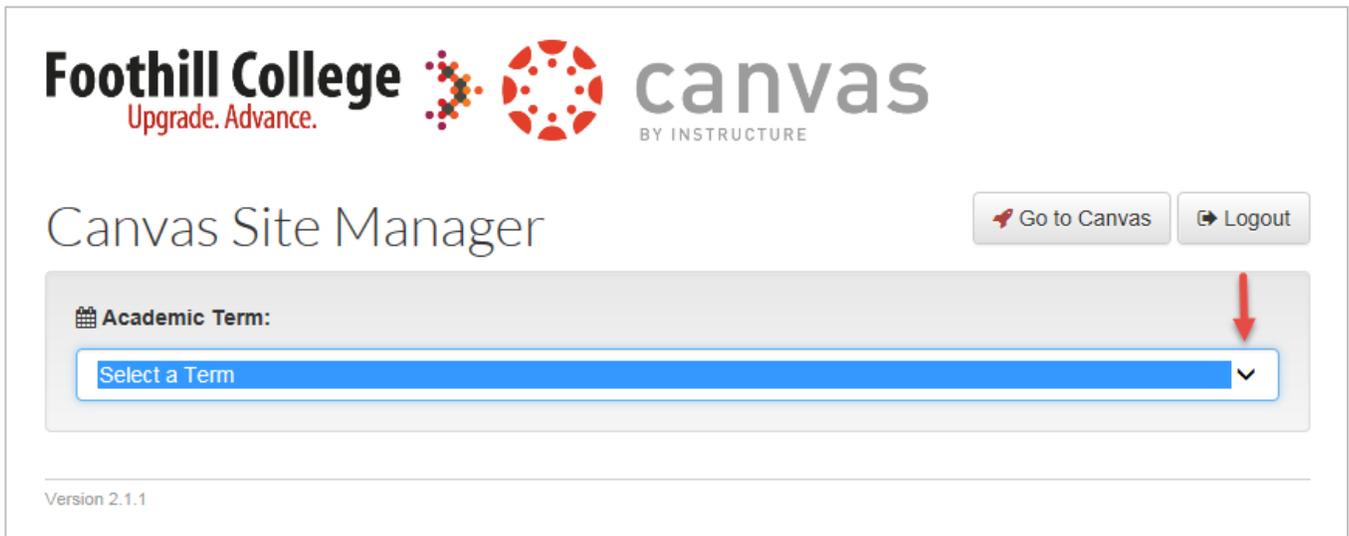
1. Log into **MyPortal**
2. Click on the **Apps** located in navigation on the left then click on the **Canvas icon**



3. Click on "**Activate Foothill Canvas Site**" link

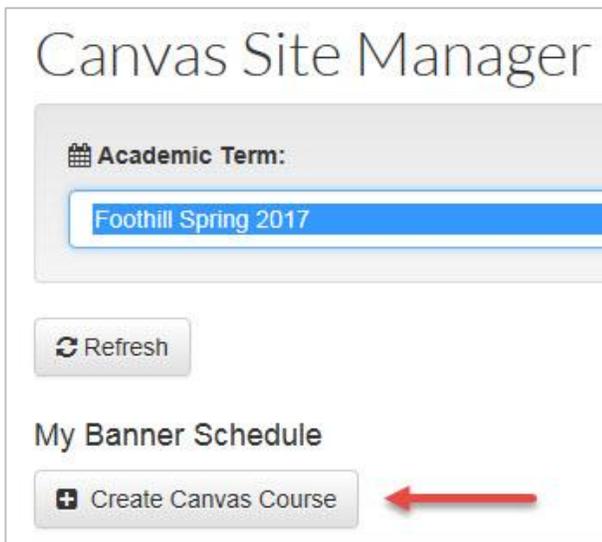


4. Click on “**Select a Term**” drop-down menu

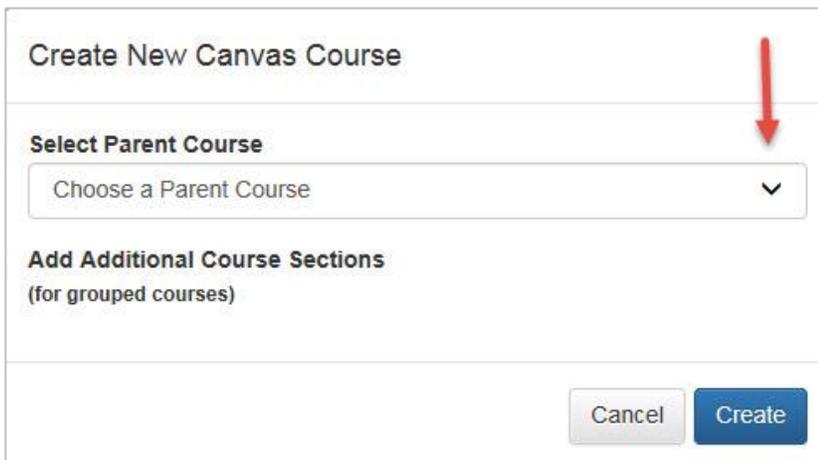


5. Select **the appropriate term**

6. Click on “**Create Canvas Course**” button



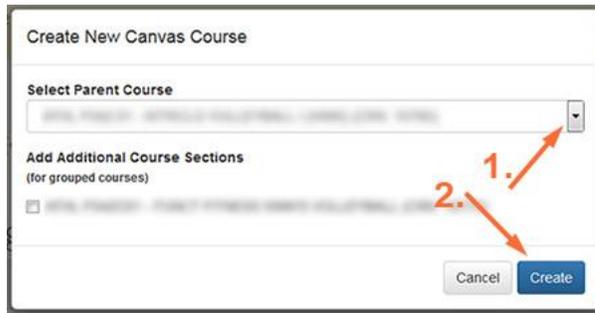
7. Click on **the drop-down menu**



8. Select one of your class sections to be the “**Parent**” course that you want included in your live Canvas site.

9. Follow the instructions based on the type of Canvas site you would like to create, Individual or Grouped. If you have only one section then follow the first set of instructions (**Individual**).

Create a new Canvas course site for EACH section (Individual)

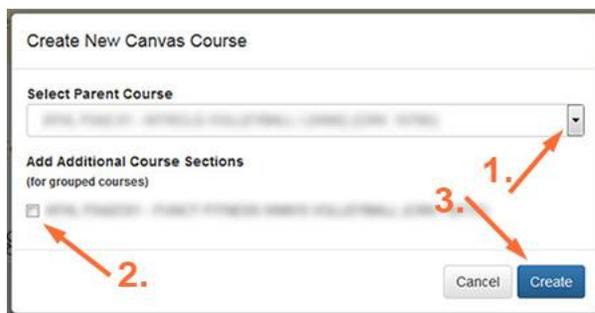


1. Click on the dropdown menu then select the **Parent Course** from the list

Note: Do **NOT** check any of the boxes next to the courses that are shown below "Add Additional Course Sections".

2. Next, click on the "Create" button.

Group all of the sections into ONE Canvas course site (Grouped)



Check the box to "**Add Additional Course Sections**" if you want your parent course site to include more than one section.

1. Click on the dropdown menu then select the **Parent Course** from the list
2. Under "**Add Additional Course Sections**" check the box next to each section that you would like to add to the parent course.

Note: Make sure you do **NOT select a different course** otherwise you will end up with a Canvas course that contains more than one course instead of different sections.

3. When you are done adding sections, click on the "Create" button.

10. Next, you will see a spinning arrow next to "**Creating Course 0%**"

- Please be patient because it takes a minute or so to set up your course site
- Wait at least one minute



11. Confirm submission of your request

- Click on the “Reload” button
- Choose academic term
- Look for **“Provisioned”** (green rectangle) in “Canvas Status” column for your course

The screenshot shows two tables. The top table, 'My Banner Schedule', has columns for Canvas Status, CRN, Subject, Course, Section, Banner Status, and Title. Three rows are shown, all with 'Provisioned' in the Canvas Status column and 'Open' in the Banner Status column. A callout box points to the 'Provisioned' status with the text: "Provisioned" means that your live site has been set up in Canvas. The bottom table, 'My Canvas Courses', has columns for Canvas ID (SIS ID), Title, and Sections. One row is shown with the title 'Sut17 DMS F053C Diagnostic Medical Sonogr III 01Y' and a section 'DMS 053C 01Y'. A callout box points to the title with the text: This is the title of your live course site in Canvas.

| Canvas Status | CRN | Subject | Course | Section | Banner Status | Title |
|---------------|-------|---------|--------|---------|---------------|-------------------------------|
| Provisioned | 10020 | DMS | F053C | 01Y | Open | DIAGNOSTIC MEDICAL SONOGR III |
| Provisioned | 10021 | DMS | F055A | 01Y | Open | OBSTETRICS I |
| Provisioned | 10240 | DMS | F060D | 01 | Open | CRITIQUE & PATHOLOGY IV |

| Canvas ID (SIS ID) | Title | Sections |
|----------------------------|---------------------------------------------------|--------------|
| 3615 (201811 DMS053C 4215) | Sut17 DMS F053C Diagnostic Medical Sonogr III 01Y | DMS 053C 01Y |

12. To access your new site in Canvas:

- Log into **Canvas**
- Click on **“Courses”**
- Click on **“All Courses”**

