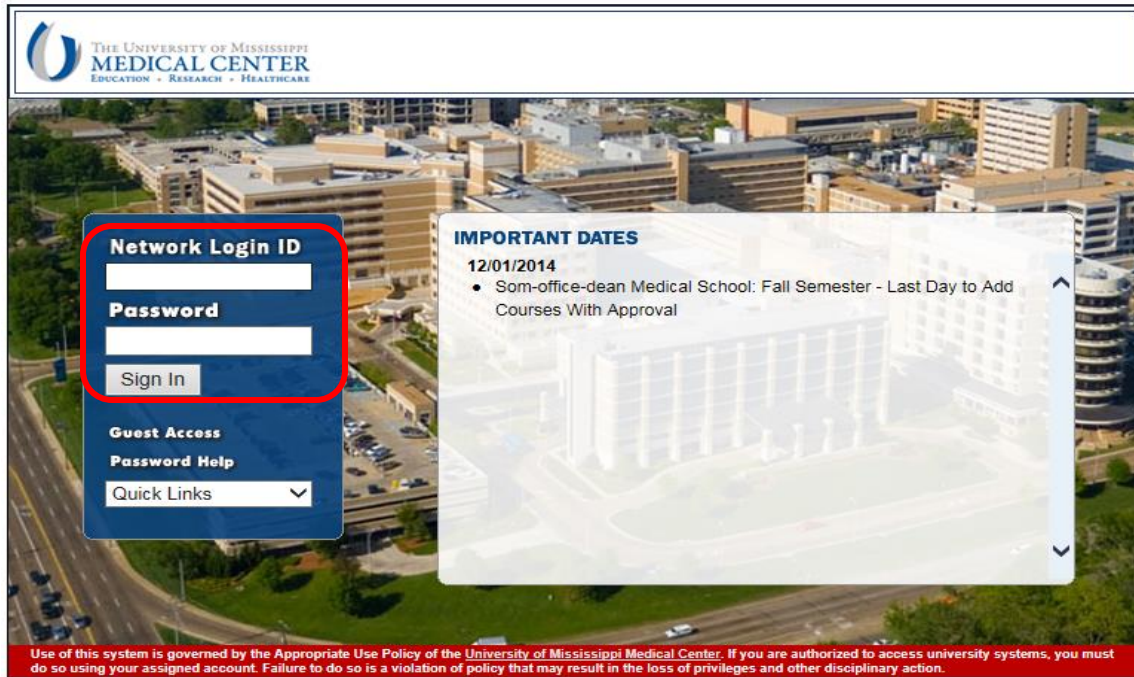


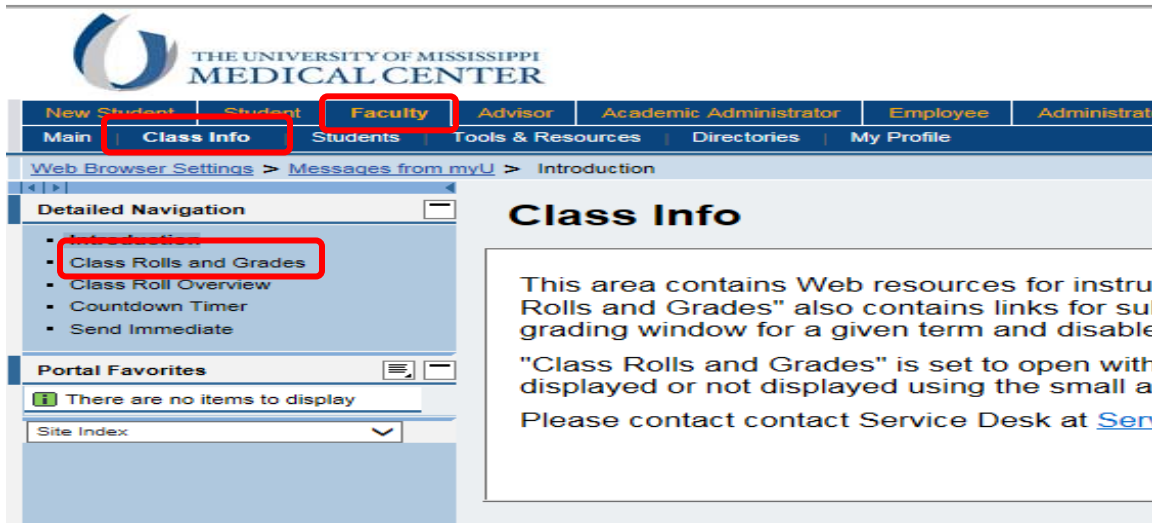
SAP- Set Canvas Options

When event planning is complete in SAP, the course administrator must choose to enable the course in Canvas. To do so, individuals must access the MyU portal at myu.umc.edu. In order to proceed, the user signs in using their UMMC login credentials.



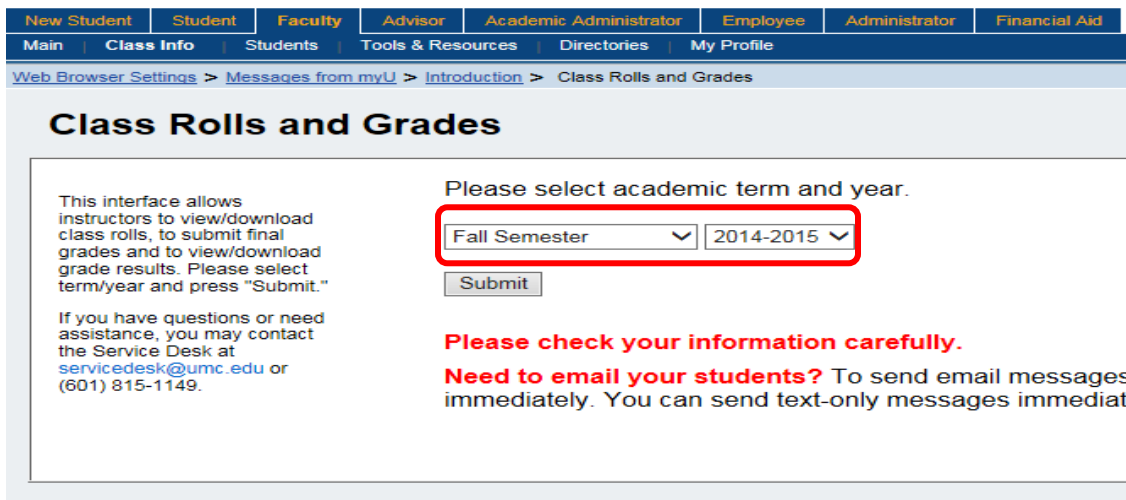
- You need to be the instructor of record in the MY U portal (SAP) for this to work.
- After you set the options for your course in My U, it can take up to 12 hours for it to make you a new course shell in canvas.
- When it does it will make you instructor in the course and you will be able to find the course in canvas.
- After you get the shell the students who have already registered will be in there and it will add more as they register for the course.

Once logged in, the MyU portal home screen appears. Remember, the access tabs are determined by the user's assigned roles; therefore, everyone's does not look the same.



Follow the steps listed below to enable the course in Canvas.

1. Click on the Faculty tab.
2. Next, click on the Class Info sub tab.
3. Select Class Rolls and Grades from the Detailed Navigation list. The Class Rolls and Grades screen opens.



4. Enter the term and year information. A list of courses assigned to the instructor appears.

NEUR 632 Clinical Neuroscience - 08-August (UMMC Jackson)

Number of students enrolled: 8* . Info

[Submit Final Grades](#)
[Upload Final Grades from Excel File](#) ?

View Class Roll Go View Changes in Last 10 Days

NEUR 632 Clinical Neuroscience - 09-September (UMMC Jackson)

Number of students enrolled: 9* . Info

[Submit Final Grades](#)
[Upload Final Grades from Excel File](#) ?

View Class Roll Go View Changes in Last 10 Days

NEUR 632 Clinical Neuroscience - 10-October (UMMC Jackson)

Number of students enrolled: 11* . Info

[Submit Final Grades](#)
[Upload Final Grades from Excel File](#) ?

View Class Roll Go View Changes in Last 10 Days

5. Decide which course to set options on and click the arrow for the selection of actions.

NEUR 632 Clinical Neuroscience - 08-August (UMMC Jackson)

Number of students enrolled: 8* Info

Download Class Roll as Excel File

Download Final Grades as Excel File

Send E-mail and Submit myU Messages

Send Immediate E-mail and Text Messages

Set Blackboard Options


Set Canvas Options

View Class Roll

[Submit Final Grades](#)
[Upload Final Grades from Excel File](#) ?

Go View Changes in Last 10 Days

6. Click on Set Canvas Options.


THE UNIVERSITY OF MISSISSIPPI
MEDICAL CENTER
Welcome Heidi Shoemake — Monday, December 15, 2014

[Student](#) | [New Student](#) | [Faculty](#) | [Advisor](#) | [Academic Administrator](#) | [Employee](#) | [Administrator](#) | [Information Technology](#) | [Multicultural Affairs](#) | [Financial Aid](#)

[Main](#) | [Class Info](#) | [Students](#) | [Tools & Resources](#) | [Directories](#)

... [Messages from myU](#) > [Introduction](#) > [Class Rols and Grades](#) > [Introduction](#) > [Class Rols and Grades](#)

Set Canvas Options

Main

This service allows instructors to "Canvas Enable" sections they are teaching. Once a section is enabled, it will be automatically created in Canvas, and students who have added or dropped the section in SAP will be updated in Canvas through a nightly synchronization process. Under normal circumstances, courses that have been enabled will appear in Canvas within four hours of being requested.

DENT 616-4B Section 1

This section has not been enabled for Canvas synchronization.


Enable Disable

Submit for This Section Only

Submitting this option will create a course in Canvas that contains students from this section only.

7. The user is presented with setting options for the selected section. Enable allows the section to link with Canvas. Disable prevents the link with Canvas. Select the appropriate choice and click Submit for This Section Only.

Set Canvas Options

 Your request has been successfully processed.

8. Once the choice is submitted, the user receives a success message.

The course section is now automatically created in Canvas, complete with the class roll. As students drop or add the class in SAP, Canvas is updated to reflect the changes.

Courses, sections and enrollments update in Canvas every four hours; therefore, enabled courses appear in Canvas in four hours or less.

Enabling All Section as a Single Canvas Course

When the same instructor is scheduled to teach multiple sections of a course, all sections may be enabled as a single course in Canvas. As above, the user selects Set Canvas Options.

The screenshot shows the 'Set Canvas Options' page for course MED 631 01-Jan. It includes a 'Main' tab and a description of the service. Two options are presented: 'Enable' for a single section and 'Submit for a Combined Course of All Sections' for multiple sections. The combined course option is highlighted with a red box. Below the options, a success message states: 'Your request has been successfully processed.'

1. Select Enable to link all the sections into one Canvas course. If Disable is chosen, no link to Canvas is created. Make the desired choice and click Submit for a Combined Course of All Sections.

Set Canvas Options

✔ Your request has been successfully processed.

2. When the choice is submitted, the user is provided a success message.

This option is only applicable if none of the sections have been enabled individually. If one section is enabled and the instructor tries to enable all sections as a combined course, an error message is provided.

Set Canvas Options

⚠ Section(s) are currently assigned to an active Canvas course.

At this point, in order to create a single Canvas course, the instructor must disable each section and then choose to enable them all as one course in Canvas.

The reverse is true as well. The user may not choose to disable all sections if they were not all enabled as one.