

Student Information System (SIS)

Instructors can enable a course to appear in Canvas by going to the myU portal as described below.

myU Portal Login

In Browser type <https://myu.umc.edu>

Your username is your UMMC network login ID.

Example: jdoe

Your password is your UMMC network password.



For network ID or password help, click the 'Password Help' in the left menu on the login page.

To enable a course to appear in Canvas

1. In the my Portal, click the **[Faculty]** tab across top of page
2. Click **[Class Info]** sub tab at top of page
3. Next, click the **[Class Rolls and Grades]** on the Detailed Navigation List menu at the left.
4. On the 'Class Rolls and Grades' page select **term and year** from the dropdown menus and click **[submit]**

A list of your courses will appear

5. Locate which course to enable and select '**Set Canvas Options**' from the dropdown menu and click **[Go]**
- Follow the page instructions to enable or disable course. And click **[submit]**

Canvas will be updated at the hours 9am, 1pm & 5pm. Canvas option needs to be set at least one hour before these times for the course shell to appear in Canvas.

If you make a change of enable or combining a course and the students have not appeared after the next update time, submit a ticket to servicedesk@umc.edu or send an email to eCampusSupport@umc.edu

Canvas Learning Management Systems (LMS)

Canvas Login

In Browser type <https://umc.instructure.com>

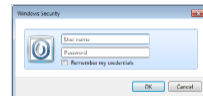
Your username is your email address.

Example: jdoe@umc.edu

Your password is your UMMC password.



Off campus, Internet Explorer users may see a second prompt. Reenter login and click OK



If you need to reset your UMMC password

click the 'Password Help' found on the [myU login page](#)

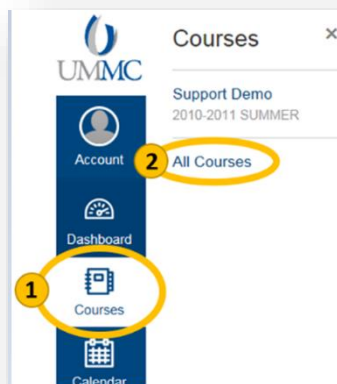
**** IMPORTANT LOGOUT INSTRUCTIONS ****

-Close **all browser windows**.

-When using a UMC computer, be sure to log off of the computer.

To view your complete list of courses in Canvas

- 1) Click **[Courses]** in the left Global navigation menu
- 2) Click **[All Courses]** located in the slide out menu.



Preparing a Canvas Course Checklist

Below is a suggested check list to help get your course off to a good start with links to the Canvas guides and Canvas video guides.

Step 1 - Enable course in myU portal

- Locate and enable course for Canvas in the myU portal (<https://myu.umc.edu>)

Step 2 -Building the Course in Canvas

- Locate course in Canvas and [set course start and end dates](#) on the course settings page. Check mark the option **Users can only participate in the course between these dates**

- To begin: [Import content from another course](#) *Or...* Your school may provide a template for a new course shell. [Upload the template](#) to get started with a new course.

- Verify/[Setup Assignment Groups](#) for organizing assignments or weighing grades and [final grades](#).

- Copy/create content
 - [Modules](#), [pages](#), [discussions](#), [Files and media](#),
 - [Assignments](#), [quizzes](#), [Calendar](#) items,
 - [Announcements](#), [Syllabus](#) [External tools](#) and other.

For details, refer to [Instructor Guide](#) or [Quick Start Guide](#)

- Set/adjust due dates, availability and calendar dates
- Verify roster listed on the [People](#) page. Assign [student groups](#) (if desired) and group content
- Hide [navigation elements](#) that students should not use.
- [Lock files](#) you don't want students to access directly or hide Files left side course menu option from students.
- Remove or hide items relevant only to prior semester. Announcements, wiki pages, answers, etc.
- Check that desired [assignments](#), [discussions](#), [pages](#), [quizzes](#) and [modules](#) are published for student to view.
- [Set a Front page](#) and designate as the [Course Home Page](#)
- Check links (internal and external) with [student view](#)
- Step 3- Publish the Course** for students to begin accessing.