Canvas Training and Support

Requesting a Canvas Dev Shell for Courses or Archival Content

A) Navigate to My ASU and click on Blackboard/Canvas Course Request to request a Dev shell.

B) Choose to Request a Canvas training / development / organization course then click to continue.
C) Input a preferred Course Name. Click Continue.

D) Accept the Dev course ID as is or add detail to the title, if preferred. Then click Continue.

E) Choose the Start from scratch option, which will provide a blank shell. Click Continue to next step.

F) Click to Continue to next step.

Please specify an instructor
You should specify at least one instructor for the course. If you do not, you will automatically be added as an instructor.

Instructor / TA Information
Assign roles as needed.
You have not added any instructors or TAs. To add an instructor or TA click here.

Add instructor(s) or TAs or Continue to next step
G) Review the course request. In the Special Instructions box, add “Please add this to the Mary Lou Fulton Teachers College subaccount.” This will ensure proper placement for your shell and give access to MLFTC Canvas admin who can then assist with the shell. Click **Continue to next step** if all information appears correct. Return to **Previous Step** to make adjustments.

H) Review the details one last time. Click **Edit** to revise. If all information is correct, click **Confirm Course Request** to complete the process.

**Review / Edit / Confirm your course request**

I) Instructors will see a message verifying submission. An email with course request details will also soon appear in the instructor’s Inbox.