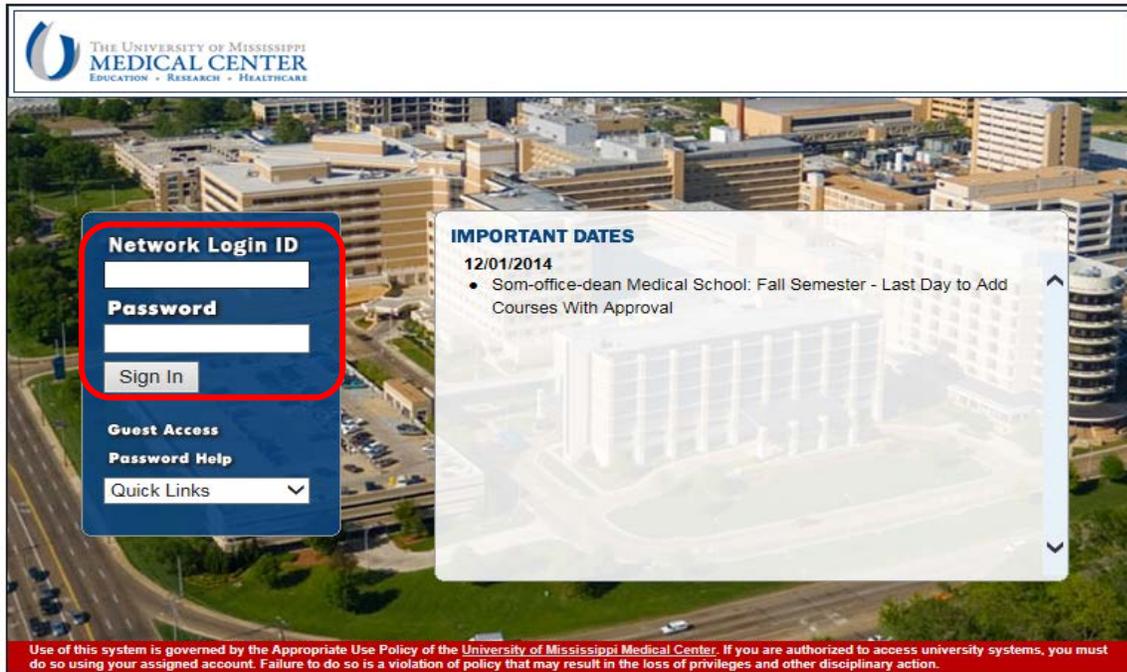
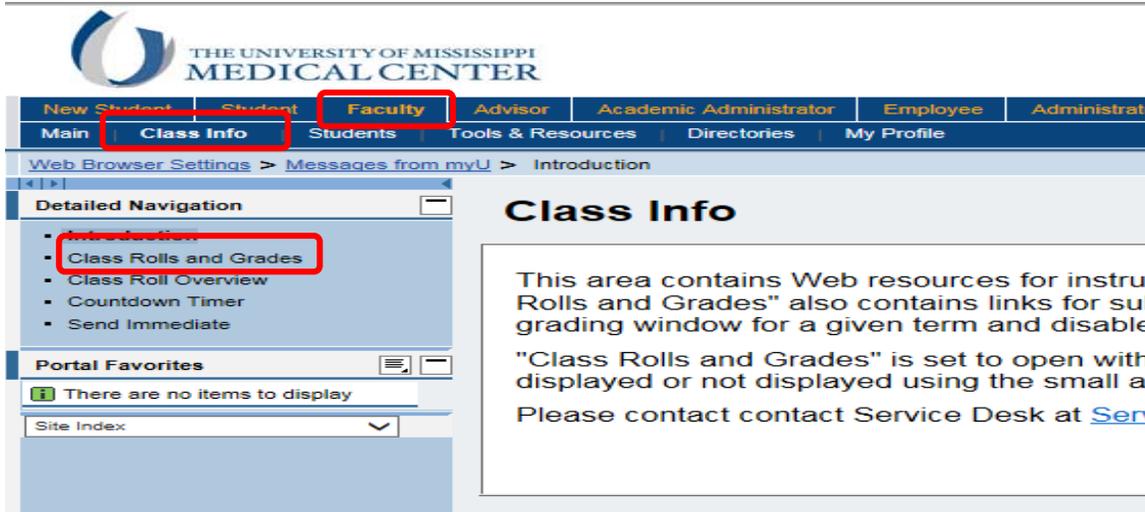


## SAP- Set Canvas Options

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](http://myu.umc.edu). In order to proceed, the user signs in using their UMMC login credentials.



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.

- Next, click on the Class Info sub tab.
- Select Class Rolls and Grades from the Detailed Navigation list. The Class Rolls and Grades screen opens.

[New Student](#) | [Student](#) | [Faculty](#) | [Advisor](#) | [Academic Administrator](#) | [Employee](#) | [Administrator](#) | [Financial Aid](#)  
[Main](#) | [Class Info](#) | [Students](#) | [Tools & Resources](#) | [Directories](#) | [My Profile](#)  
[Web Browser Settings](#) > [Messages from myU](#) > [Introduction](#) > Class Rolls and Grades

## Class Rolls and Grades

This interface allows instructors to view/download class rolls, to submit final grades and to view/download grade results. Please select term/year and press "Submit."

If you have questions or need assistance, you may contact the Service Desk at [service@umc.edu](mailto:service@umc.edu) or (601) 815-1149.

Please select academic term and year.

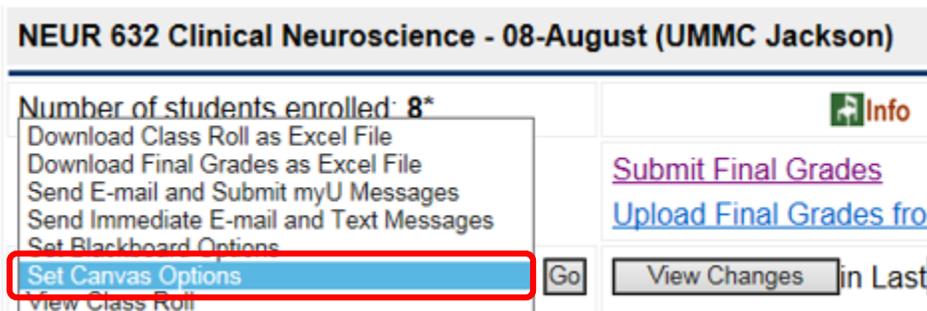
**Please check your information carefully.**

**Need to email your students?** To send email messages immediately. You can send text-only messages immediate

- 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*	<a href="#">Info</a>
	<a href="#">Submit Final Grades</a> <a href="#">Upload Final Grades from Excel File</a>
<input type="text" value="View Class Roll"/> <input type="button" value="Go"/>	<input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days
NEUR 632 Clinical Neuroscience - 09-September (UMMC Jackson)	
Number of students enrolled: 9*	<a href="#">Info</a>
	<a href="#">Submit Final Grades</a> <a href="#">Upload Final Grades from Excel File</a>
<input type="text" value="View Class Roll"/> <input type="button" value="Go"/>	<input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days
NEUR 632 Clinical Neuroscience - 10-October (UMMC Jackson)	
Number of students enrolled: 11*	<a href="#">Info</a>
	<a href="#">Submit Final Grades</a> <a href="#">Upload Final Grades from Excel File</a>
<input type="text" value="View Class Roll"/> <input type="button" value="Go"/>	<input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days

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



- Click on Set Canvas Options.



- 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.



- 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. At the top, there is a navigation menu with options like Student, New Student, Faculty, Advisor, Academic Administrator, Employee, Administrator, Information Technology, Multicultural Affairs, and Financial Aid. Below this is a breadcrumb trail: Messages from myU > Introduction > Class Rolls and Grades > Introduction > Class Rolls and Grades. The main content area is titled 'Set Canvas Options' and has a 'Main' tab. The text explains that this service allows instructors to 'Canvas Enable' sections. It provides two options for the course 'MED 631 01-Jan': 'This section has not been enabled for Canvas synchronization.' with 'Enable' and 'Disable' radio buttons, and a 'Submit for This Section Only' button. Below this, a red box highlights a section that says 'It appears that you are teaching 3 sections of MED 631'. This section offers a 'Submit for a Combined Course of All Sections' button, which will create a combined course in Canvas containing students from all sections of the course that the instructor is teaching.

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.