**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](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.

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**Canvas Learning Management Systems (LMS)**

### Canvas Login

In Browser type [https://umc.instructure.com](https://umc.instructure.com)

Your username is your email address.

Example: jdoe@umc.edu

Your password is your UMMC password.

![Canvas Login](https://umc.instructure.com)

Off campus, Internet Explorer users may see a second prompt.

Reenter login and click OK

**IMPORTANT LOGOUT INSTRUCTIONS**

- Close all browser windows.
- When using a UMC computer, be sure to log off of the computer.

### 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

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### 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](https://myu.umc.edu))

#### Step 2 –Building the Course in Canvas

- Locate course in Canvas and select **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 Of.... Your school may provide a template for a new course shell. Use 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.