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.
4. Enter the term and year information. A list of courses assigned to the instructor appears.
5. Decide which course to set options on and click the arrow for the selection of actions.

6. Click on Set Canvas Options.
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.

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.

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.

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.

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.