How do I create a Development, Project, Quality Matters, or Training course?

Tell Me

In order to prepare content or use Canvas for non-semester work, you can request the following Canvas courses:

- **Development**: Used to create new course content. You do not teach from this type of course; it is just a placeholder to be used to setup a course before the official Banner course is added to Canvas.
- **Project**: A course for uploading information that a group of people needs. An online course where participants can collaborate via discussions.

Canvas Gradebook!
The Canvas Gradebook is **NOT** available to students in a Project course.

- **Quality Matters (QM)**: Used for faculty participating in QM Review process. You can request either a QM Development or a QM Review course.
- **Training**: A formal training course where a user goes through all the material, takes a quiz that must be passed, and gets a grade. Example: Security Awareness Training.

Cross-listed or Combined Course

If you need a cross-listed, or combined Canvas course, follow these directions

1. Open the Canvas Course Request form
2. If you are not logged into your NinerNET account, enter your credentials; username and password. Click **Login**

Canvas Course Request Form

3. The Canvas Course Request form is displayed
4. Specify whether or not you will need the gradebook
5. Enter the name of the new course
6. Click **Next**

7. If you select Yes to using the gradebook:
   1. You will be prompted about the type of course you want to create, click **Next**
2. You will be prompted about enrollment, click **Next**

![Course Details](image)

- How will participants be enrolled? *
  - I will add participants in Canvas
  - I will add participants using the Canvas Bulk Enrollment tool
  - I want to be contacted about enrolling all faculty and staff automatically

- Do all participants have UNC Charlotte accounts? *
  - Yes, all participants have UNC Charlotte accounts
  - No, I will request sponsored guest accounts as needed

3. You will be prompted about whether or not the course is recurring, click **Next**

![Course Details](image)

- Is the course recurring? *
  - Yes, the course is recurring and I will create a separate Canvas course for each occurrence
  - Yes, the course is recurring, but I want to manage all occurrences in a single Canvas course
  - No, the course is not recurring

4. You will be prompted about whether or not you will use external apps, click **Next**

![Course Details](image)

- Will the course contain LTI apps or external tools? *
  - Yes, the course will contain external tools
  - No, the course will not contain external tools
5. Click **Submit** to create the course.

6. You will receive an email informing you the course is created.

8. If you select No to using the gradebook:

   ![Canvas Course Request Form](image-url)
1. You will be prompted about enrollment, click **Next**

   **Course Details**

   **How will participants be enrolled?** *
   When you add participants in Canvas, they have to log in to Canvas and accept an invitation before they can access the course or receive course announcements. To bypass this requirement, you can add them using the Canvas Bulk Enrollment tool [https://citsape.unco.edu/bulk enroll](https://citsape.unco.edu/bulk enroll). You can also arrange for all faculty and staff to be enrolled automatically.

   - I will add participants in Canvas
   - I will add participants using the Canvas Bulk Enrollment tool
   - I want to be contacted about enrolling all faculty and staff automatically

   **Do all participants have UNC Charlotte accounts?** *
   Unless you make the course publicly visible, all participants must have an active NineNet or UNC Charlotte Continuing Education account to access the course. Sponsored guest accounts may be requested for participants that are not already affiliated with UNC Charlotte.

   - Yes, all participants have UNC Charlotte accounts
   - No, I will request sponsored guest accounts as needed

   ![Next button circled]

   Never submit passwords through Google Forms.

2. You will be prompted about whether or not the course is recurring, click **Next**

   **Course Details**

   **Is the course recurring?** *
   Recurring projects or training may be difficult to manage in a single Canvas course. We recommend creating a separate Canvas course for each occurrence instead.

   - Yes, the course is recurring and I will create a separate Canvas course for each occurrence
   - Yes, the course is recurring, but I want to manage all occurrences in a single Canvas course
   - No, the course is not recurring

   ![Next button circled]

   Never submit passwords through Google Forms.

3. You will be prompted about whether or not you will use external apps, click **Next**

   **Course Details**

   **Will the course contain LTI apps or external tools?** *

   - Yes, the course will contain external tools
   - No, the course will not contain external tools

   ![Next button circled]

   Never submit passwords through Google Forms.
4. Click **Submit** to create the course

![Canvas Course Request Form](image)

Click submit to finish.

5. You will receive an email informing you the course is created

![Gmail](image)

Your Canvas Course is now available

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**Related FAQs**

- How do I students log into Canvas and access their courses?
- How do I create a Development, Project, Quality Matters, or Training course?
- How do I link library resources in my Canvas course?
- How do students install Respondus LockDown Browser on a Mac device?
- How can students install Respondus LockDown Browser on Windows devices?