Requesting a Canvas Site for Department or Administrative Use

To request a Canvas site, send an email to canvas@usfca.edu. Be sure to include:

- The email address of the user who will be the administrator (teacher) of the course
- The desired course name
- The department of the teacher

The administrator of the Course will be able to:

- Manually add Canvas users to the course as role of teacher or student by specifying their USF email address or username - http://guides.instructure.com/m/4152/l/40729-how-do-i-add-students-to-my-course

- Modify the name of the course - http://guides.instructure.com/m/4152/l/41512-how-do-i-change-my-course-name-and-course-code


- Organize Users into to groups and sent out communications independently to these groups- http://guides.instructure.com/m/4152/l/55483-what-are-student-groups

- Upload content, create content pages and organize your content into modules
This an non-institutional course, so it will not expire at the end of the term and will available and accessible for use as long as you need it.

For more information on Canvas and Creating content, please see the USF Canvas One-Stop Page at -https://myusf.usfca.edu/services/canvas