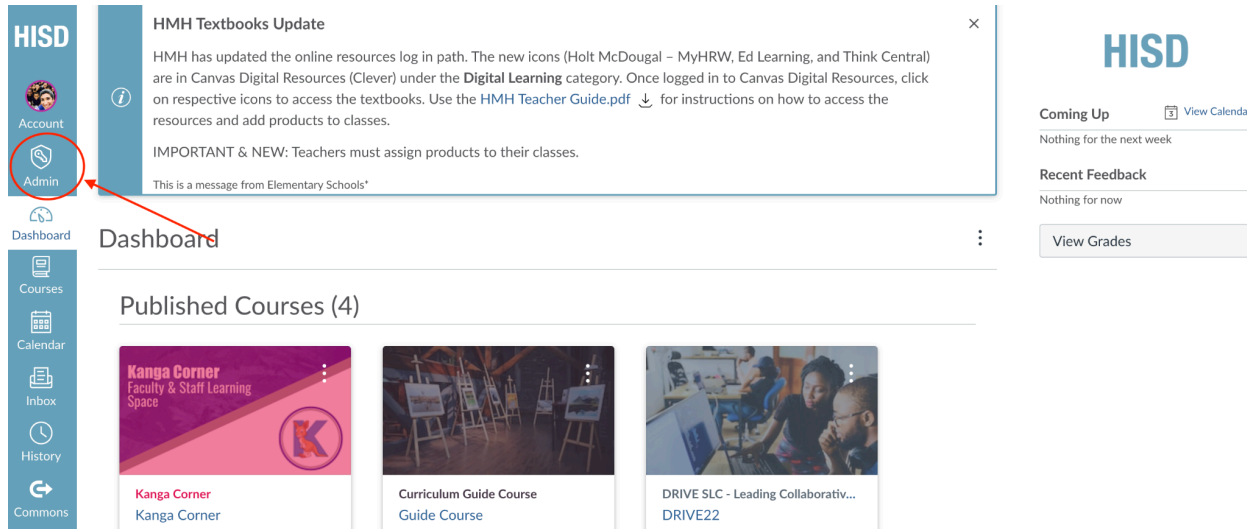


How to Create a Principal Course

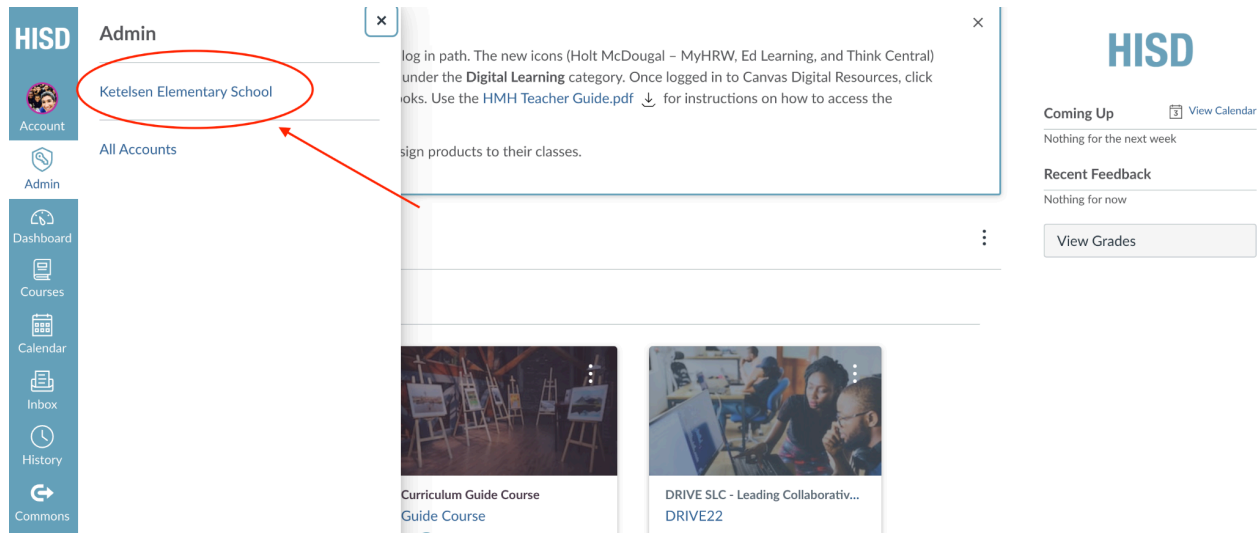
**Please note: Only an LMS Canvas Admin can create a new course. If you do not have this role, please complete the iDelegate form to assign this role to yourself and other technology leaders on your campus.*

1. From the Dashboard view, click the Admin badge.



The screenshot shows the Canvas Dashboard interface. On the left sidebar, the 'Admin' badge is highlighted with a red circle. A red arrow points from this badge to the 'Admin' section of the main content area. The 'Admin' section displays a message titled 'HMH Textbooks Update' and a list of published courses. The 'Published Courses (4)' section shows three course cards: 'Kanga Corner', 'Curriculum Guide Course', and 'DRIVE SLC - Leading Collaborativ... DRIVE22'.

2. Then click on your school name.



The screenshot shows the Canvas Admin page. The 'Admin' section is active, displaying a list of accounts. The account 'Ketelsen Elementary School' is highlighted with a red circle. A red arrow points from this account to the 'All Accounts' section. The 'All Accounts' section shows a list of accounts, including 'Curriculum Guide Course' and 'DRIVE SLC - Leading Collaborativ... DRIVE22'.

3. Then click +Course in the gray box in the top right corner.

The screenshot shows the Canvas LMS interface for Ketelsen Elementary School. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Commons. The main content area is titled 'Courses' and includes a filter section with 'Filter by term' and 'Course' dropdowns, a search bar, and checkboxes for 'Hide courses without students' and 'Show only blueprint courses'. Below this is a table of existing courses. A red circle highlights the '+ Course' button in the top right corner, with a red arrow pointing to it.

Published	Course	SIS ID	Term	Teacher	Sub-Account	Students	
	Read Test KG - Logan - YR	2023-6ed82cc2-1699-3003-a119-f4b3bb811f22-389-YR-10154-106970	22-23/YR	Waverly Logan	Ketelsen Elementary School	14	+ 📊 ⚙️
	Read Test KG - Lopez - YR	2023-6ed82cc2-1699-3003-a119-f4b3bb811f22-389-YR-10154-6013	22-23/YR	Anabel Lopez	Ketelsen Elementary School	15	+ 📊 ⚙️
	Spanish Language Arts PK - Gonzales - YR	2023-6ed82cc2-1699-3003-a119-f4b3bb811f22-389-YR-10166-2849	22-23/YR	Norma Gonzales	Ketelsen Elementary School	20	+ 📊 ⚙️
	Spanish Language Arts PK - Carpentieri - YR	2023-6ed82cc2-1699-3003-a119-f4b3bb811f22-389-YR-10166-2850	22-23/YR	Sandra Carpentieri	Ketelsen Elementary School	4	+ 📊 ⚙️

4. Name your course. Select your school as the subaccount. Select the 22/23 Yr for the term. Click Add course.

The screenshot shows the 'Add a New Course' modal form overlaid on the 'Courses' page. The form contains the following fields:

- Course Name:** A text input field.
- Reference Code:** A text input field.
- Subaccount:** A dropdown menu with 'Ketelsen Elementary School' selected.
- Enrollment Term:** A dropdown menu with '22-23/YR' selected.

At the bottom of the modal are 'Cancel' and 'Add Course' buttons. The background shows the same course list as the previous screenshot.

5. Search for the course. [Add yourself as a Teacher](#) so the course will appear on your Dashboard.
6. Click on Canvas Commons in Global Navigation.


7. Search for Principal Course Template (it may be one of the first items in Commons).

- Click the tile. Click the blue Import/Download button. Select the course to import the template to (the Principal's course you just created). Click Import into Course. (It may take a few minutes for the import to complete)

Commons
Search
Shared
Imported
Updates (0)
Favorites
Admin
Guides

Edit Resource
Remove from Commons






Back to Search
15 Favorites
109 Downloads
8/1/22
Copyrighted



HISD Principal Course Template
COURSE

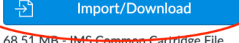
Preview
Details
Version notes

Modules (10)
Assignments (3)
Pages (30)
Discussions (1)
Files (157)

Template Assets (DO NOT EDIT -- DUPLICATE INSTEAD)

 Page Template	
 Announcement Template	
 Assignment/Activity Template	100 points
 Discussion Template	
 Quiz Template	0 points




68.51 MB - IMS Common Cartridge File (.imsc)
Add to Favorites
Copy Resource Link

- You can now modify your principal's course and add other users!

[Click here to view directions in the Canvas Community.](#)