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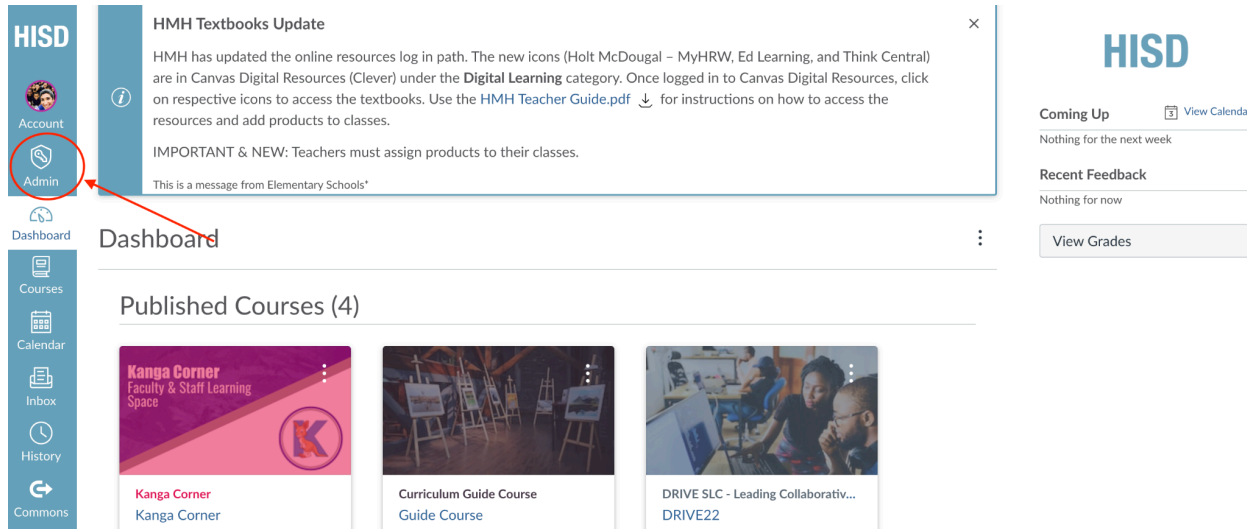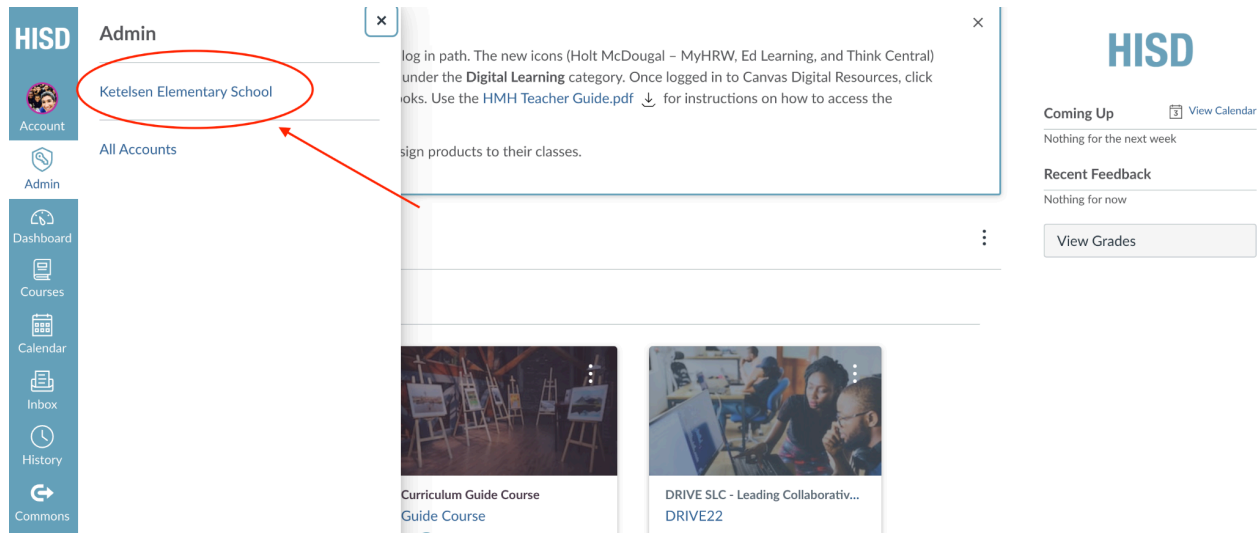
Please note: Only an LMS Canvas Admin can create a new course. If you do not have this role, please complete the iDelegate form to assign this role to yourself and other technology leaders on your campus.

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

2. Then click on your school name.

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

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

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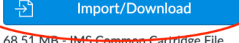
8. Click the tile. Click the blue Import/Download button. Select the course to import the template to (the Principal's course you just created). Click Import into Course. (It may take a few minutes for the import to complete)

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

Click here to view directions in the Canvas Community.