

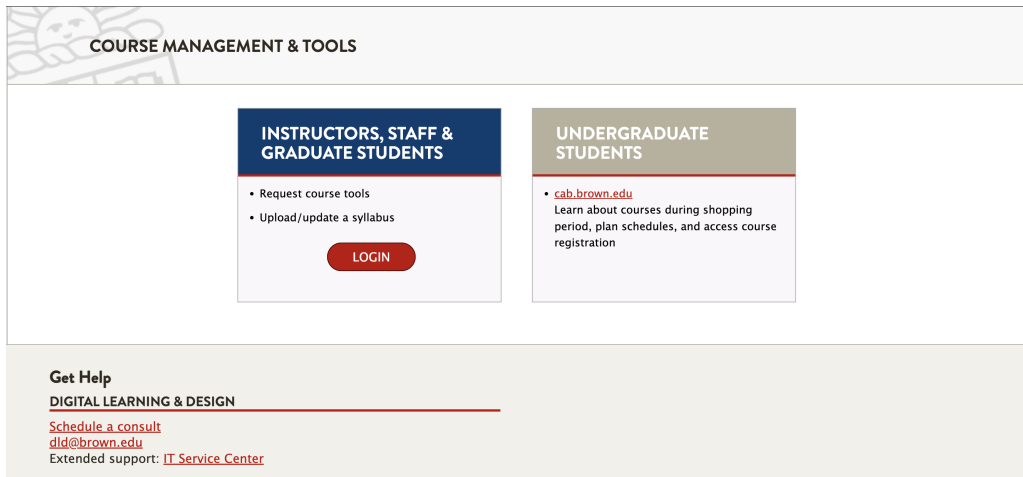
Request a Canvas Site

Stephanie Obodda - 2023-11-08 - Comments (0) - coursetools.brown.edu

Learn how to request a Canvas site for your course.

Note: If you would like to reactivate a course from another semester, first request a new course site and then [import content from another course site](#).

1. Visit coursetools.brown.edu.
2. Click **Login** to the appropriate user type. If prompted, enter your Brown username and password.



3. You will see that the Term Selection is located at the top of the window along with the options to view courses by "subject" or "instructor."

SUBJECTS

SUMMER 2023

Select Term

✓ Winter 2024
Spring 2024

Select View

Subjects ▾

[Anthropology](#)

ANTH

[German Studies](#)

GRMN

[Applied Mathematics](#)

APMA

[Healthcare Leadership](#)

HCL

[Biology](#)

BIOL

[Hispanic Studies](#)

HISP

[BioMed-Neuroscience](#)

NEUR

[Hist of Art and Architecture](#)

HIAA

[Chemistry](#)

CHEM

[History](#)

HIST

4. Select the course you want to have a Canvas site.

- If you are listed as "Instructor of Record" for all the sections of a course, you will be asked if you want to "Combine Course Sections." If you wish to use a single Canvas course for all of those sections, please select the courses you would like to combine using the checkboxes at the bottom and select **Combine**. If you do not wish to combine them, select **Do Not Combine**.
- If a ***class has multiple sections with different primary instructors, and the instructors wish to only use a single Canvas course for all of those sections***, a Canvas site for each section will need to be created in order to be able to merge the secondary sections into the primary section. If you would like your courses merged, please contact dld@brown.edu.
- If a ***class is cross-listed with other courses (different course codes), and the instructor(s) wish to only use a single Canvas course for all of those sections***, a Canvas site for each section will need to be requested/created in order to be able to merge together. If you would like your courses merged, please request all course Canvas sites and then contact dld@brown.edu and let them know which Canvas site will contain the course content.

ANTHROPOLOGY

SPRING 2024

ANTH 0300 C01 CULTURE AND HEALTH

CRN: 25330

ANTH 0300 C02 CULTURE AND HEALTH

CRN: 25331


ANTH 0300 C03 CULTURE AND HEALTH

CRN: 25332

ANTH 0300 C04 CULTURE AND HEALTH

CRN: 25333

4. On the course page, there is a box at the bottom for Canvas. Select the **Request** button inside the Canvas box. The system will take a moment to process, then it will say "Requested."




CANVAS

REQUEST

Course websites with built-in tools for communication, assignments, assessments, etc.

[more information](#)




TOP HAT

REQUEST

Active learning platform for in-class polling and more.

[more information](#)




LECTURE CAPTURE

REQUEST

Pre-scheduled automated classroom recording; available in several rooms on campus.

[more information](#)



GOOGLE COURSE GROUP

REQUEST

Suite of Google tools including a shared email, calendar, documents, and website.

[more information](#)

5. Once it is created, you can click the link that says **"View Your Canvas Course Site"** to go directly to the course. You may have to refresh the page for the link to appear. The process for course creation typically takes 5 minutes.



CANVAS

[View your Canvas course site](#)

Requested: 08/25/2017