Introduction:

This guide will cover how to access the course shells that have been automatically created for all courses at UNT Dallas.

Background and Terminology:

As a semester schedule is being finalized, the Office of the Registrar communicates with the Office of Distance Learning & Instructional Technology and course “shells” are automatically created for all courses. This is done regardless of whether the course is face-to-face, hybrid, or fully online – all courses have a course shell.

A course “shell” is a blank website that is for your course only. It starts completely empty of any content.

Accessing Your Course Shells:

For course shells that are presently in-use in either face-to-face, hybrid, or fully online, the access method for your courses is unchanged.

For instructors who have not been using their course shells, please follow the steps outlined below:

1) Login to UNT Dallas Canvas with EUID / Password.

   NOTE: If you are an adjunct faculty member without an active EUID, please contact DistanceLearning@UNTDallas.edu to request alternative access to your course shells.

2) Once logged in, press the “Dashboard” button on the left side of the screen

3) You should now see the courses you are currently involved in.

4) Click on the square for the individual course you want to access.

NOTE: If you do NOT see a course you are currently teaching, click on the “Courses” button located below the “Dashboard” button.

If you still do not see a course you are assigned to teach, please verify your assignment with your program chair or college/school. Afterward, please contact DistanceLearning@UNTDallas.edu.