

Quick Start Guide

Canvas – Faculty Course Access

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.