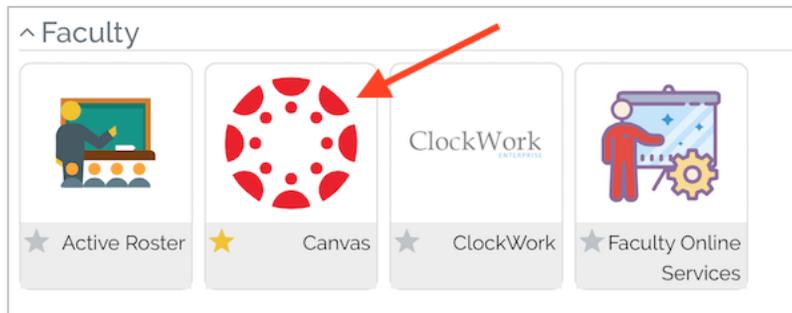


ADD A NEW SECTION TO A CANVAS COURSE

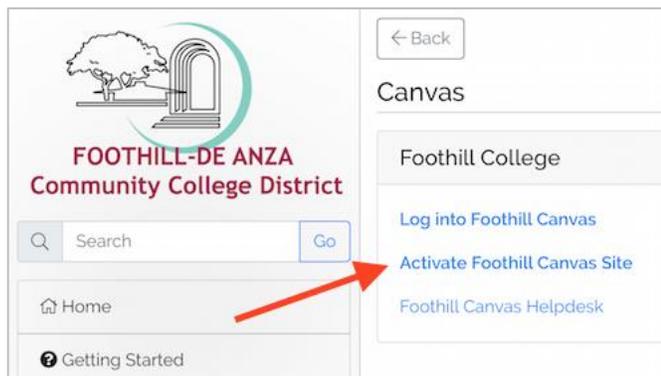
If you have already created your Canvas course and are assigned a new section at a later date, you can easily add it to you existing Canvas course site.

IN MYPORTAL

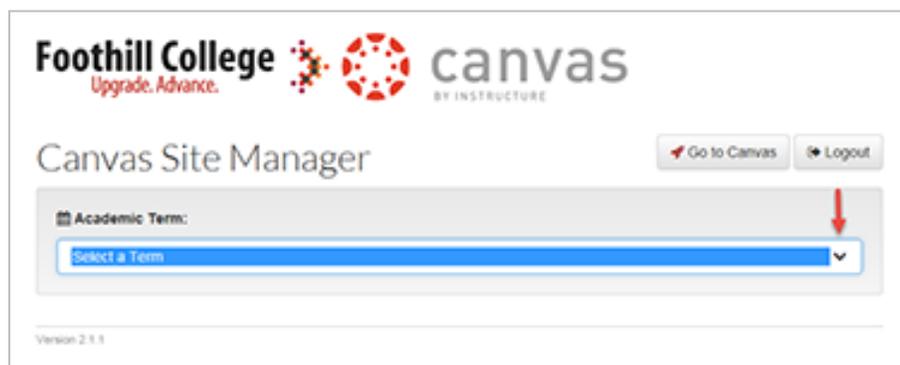
1. Log in to **MyPortal**
2. Click on the **Apps** located in navigation on the left then click on the **Canvas icon**



3. Click on " **Activate Foothill Canvas Site** "



4. Click on "**Select a Term**" drop-down menu



5. Select the **appropriate term**
6. Under “**My Banner Schedule**”, locate the course section you would like to add to your existing Canvas course.
7. Click on the “**Option**” menu of your new section and “**Add Section to Existing Course**”.

Canvas Site Manager

Go to Canvas Logout

Academic Terms
Football Summer 2017

Refresh

My Banner Schedule

Create Canvas Course

Canvas Status	CRN	Subject	Course	Section	Banner Status	Title	
Not Provisioned	1000	PHYS	PHYS	01	Open	PHYSICS (REPEATED) (PHYS)	Options -
Not Provisioned	1000	PHYS	PHYS	01	Open	PHYSICS (REPEATED) (PHYS)	Add Section to Existing Course
Provisioned	1000	PHYS	PHYS	01	Open	PHYSICS (REPEATED) (PHYS)	Options -
Provisioned	1000	PHYS	PHYS	01	Open	PHYSICS (REPEATED) (PHYS)	Options -

8. Select the course where you would like to add the section.

Add Section to Existing Canvas Course

Choose a course...

OK Cancel