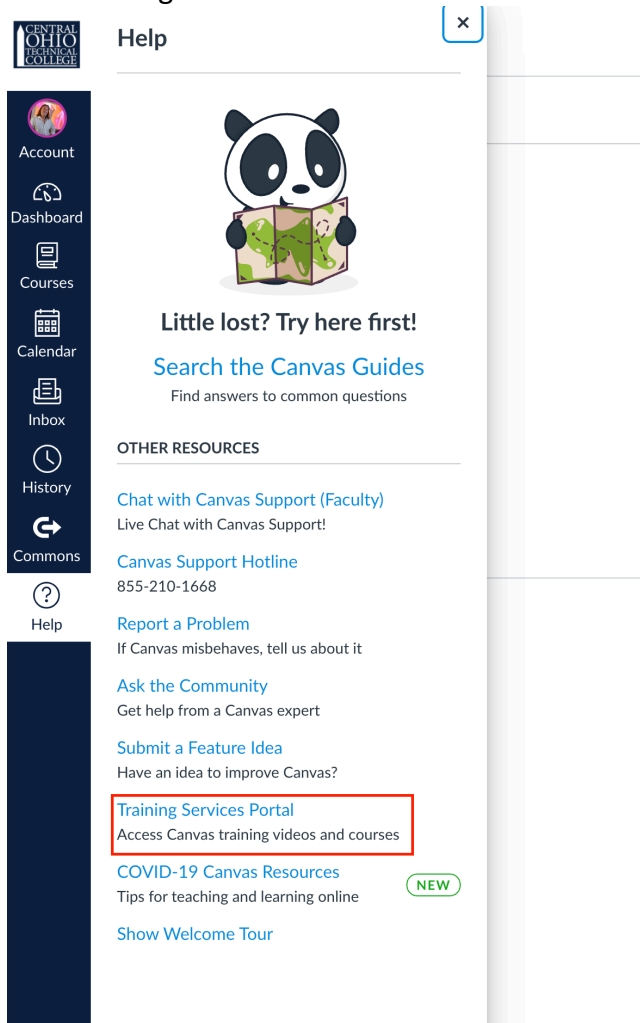


Canvas Communication to Faculty

- Login URL: <https://cotc.instructure.com/login/saml/104>
- Login using Network credentials (name.#)
- Once logged in follow steps to create your Faculty Sandbox
 - o (naming Convention – **Last Name, First Name** – Sandbox)
- Log into Training Portal
 - o Please NOTE: You MUST create a sandbox course FIRST.
- **TRAINING IS KEY FOR THE NEXT SEVERAL MONTHS**
 - o Faculty MUST take **Higher Education First Day Ready** in the training portal
 - o Live sessions available via the main navigation in the training portal titled “Training Calendar”



CENTRAL OHIO TECHNICAL COLLEGE

Help

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Chat with Canvas Support \(Faculty\)](#)
Live Chat with Canvas Support!

[Canvas Support Hotline](#)
855-210-1668

[Report a Problem](#)
If Canvas misbehaves, tell us about it

[Ask the Community](#)
Get help from a Canvas expert

[Submit a Feature Idea](#)
Have an idea to improve Canvas?

[Training Services Portal](#)
Access Canvas training videos and courses

[COVID-19 Canvas Resources](#) **NEW**
Tips for teaching and learning online

[Show Welcome Tour](#)



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SEARCH

Sort By Filter by Tags

AA. CANVAS QUICK LAUNCH - ADAPTING TO ONLINE (1)

Preparing to Launch

Quickly move your course content from "on the ground" delivery to distance learning.

PROGRAM / 6 STEPS

[VIEW ALL](#)

CANVAS – How to create a sandbox course in Canvas

Instructions and screenshots below go through the process of creating sandbox courses within our Canvas environment.

Create a sandbox course

1. Click on 'Start a New Course' button from your Canvas Dashboard
2. Give it a Name, choose a license type, and click 'Create course' button to create the course (naming Convention – **Last Name, First Name** – Sandbox)
3. Next, you'll be taken into your newly created course.
4. Now you are ready to build your course

The screenshot displays the Canvas Dashboard interface. On the left is a dark blue sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled 'Dashboard' and is divided into sections. The 'Published Courses (1)' section contains a single course card for 'O365 - Test' with a brown header. Below it is the 'Unpublished Courses (4)' section, which features four course cards: 'Digital Learning' (orange header), 'Digital Learning Digital' (purple header), 'K Read - Sandbox K' (dark purple header), and 'COTC Course Design Sample Course Sample 101' (green header). In the top right corner, a 'Coming Up' section shows 'Nothing for the next week' and a 'View Calendar' link. A red box highlights the 'Start a New Course' button, and a red arrow points to it from the left.

Start a New Course ✕

Course Name

Content License

Make course publicly visible
(student data will remain private)