**myU Login**
In Browser type [https://myu.umc.edu](https://myu.umc.edu)
Your username is your UMMC network login ID.
Example: jdoe@umc.edu
Your password is your UMMC network password.

To get your network ID or to reset your password click ‘Password Help’ in the left menu on the login page.

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**Canvas Login**
In Browser type [https://umc.instructure.com](https://umc.instructure.com)
Your username is your email address.
Example: jdoe@umc.edu
Your password is your UMMC password.

If you need to reset your UMMC password go to [https://passwordcentral.umc.edu](https://passwordcentral.umc.edu) or [https://password.umc.edu/CAS/index.jsp](https://password.umc.edu/CAS/index.jsp)

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**Preparing a Canvas Course Checklist**
Below is a suggested check list to help get your course off to a good start.

**Step 1 - Enable course in myU portal**
- Locate and enable course for Canvas in the myU portal ([https://myu.umc.edu](https://myu.umc.edu))

**Step 2 –Building the Course in Canvas**
- Locate course in Canvas and set course start and end dates on the course settings page. Check mark the option Users can only participate in the course between these dates
- To begin: Copy an existing Canvas course OR...
  - Your school may provide a template create a new course. upload the template to get started with a new course.
  - Verify/Setup Assignment Groups for organizing assignments or weighing grades and final grades.
- Copy/create content
  - [Modules], [Pages], [Discussions], [Files and media]
  - [Assignments], [Quizzes], [Calendar], [Items],
  - [Announcements], [External tools] and more.
- Refer to Instructor Guide or Quick Start Guide
- Set/Adjust due dates, availability and calendar dates
- Verify roster listed on the People page. Assign groups if desired and group content
- Hide navigation elements that students should not use.
- Lock files you don’t want students to access directly or hide Files left side course menu option from students.
- Remove or hide items relevant only to prior semester. Announcements, wiki pages, answers, etc.
- Check that desired assignments, discussions, pages, quizzes and modules are Published for student to see.
- Set Course Home Page and Front page for course
- Check links (internal and external) with student view
- Finally step- Publish the Course for students to begin.