Using the ELMS Management Tool (EMT) to Create Independent Study Spaces in ELMS Canvas

Beginning Summer I, 2014, Independent Study courses will no longer be automatically generated in ELMS Canvas. However, these courses do exist in the **ELMS Management Tool (EMT)**. For that reason you can use the EMT to:

- Create a stand-alone Independent Study course space(s) in ELMS Canvas (p. 2).
- Combine an Independent Study course with a regular term-based course that already exists in ELMS Canvas (p. 3).
- Combine an Independent Study course(s) with other Independent Study course(s) (p.5).
- Combine an Independent Study course(s) with other Independent Study courses AND regular term-based course(s) (p. 6).

To Begin:

2. Click on the **ELMS Management Tool** link on the navigation bar.
3. Login with your directory ID and password. **Do not login to ELMS Canvas.**
CREATE A STAND-ALONE INDEPENDENT STUDY COURSE SPACE(S) IN ELMS CANVAS:

1. Click on the Create Single Section Courses link in the ELMS Management Tool menu.

2. Select the semester from the drop-down menu. Click Load sections from SIS.

3. Select the Independent Study course section to be made into a single ELMS course. Click the Submit button.
   Note: Course sections can only be created one at a time.

4. Next, a screen will display the details of the process. Click Confirm.
5. Finally, you will get confirmation that the course creation was successful. Click here to view your new course in ELMS Canvas.

6. Repeat this process for each section that is to be made into an individual course.

**COMBINE AN INDEPENDENT STUDY COURSE WITH A REGULAR TERM-BASED COURSE THAT ALREADY EXISTS IN ELMS CANVAS**

1. Click on the Combine Sections and Courses link in the ELMS Management Tool menu

2. Select the semester from the drop-down menu. Click Load courses from SIS.

3. Pick the Regular Term-based parent course from the list.
4. The parent Regular Term-based course’s sections will display under **Mapped Sections**.

5. All sections for the chosen semester will appear under **Unmapped Sections**. Select the Independent Study Course section you would like to combine with the parent course and click **Submit**.

   **Note:** You can only add one section at a time.

6. Next, a screen will display the details of the process. Click **Confirm**.

7. Finally, you will get confirmation that the course combination was successful. Click **here** to view your new course in ELMS Canvas.

8. Repeat the process to add additional Independent Study Course sections to the parent course.
**COMBINE AN INDEPENDENT STUDY COURSE(S) WITH OTHER INDEPENDENT STUDY COURSE(S)**

1. Click on the **Combine Sections and Courses** link in the ELMS Management Tool menu.

2. Select the semester from the drop-down menu. Click **Load courses from SIS**.

3. Pick the parent Independent Study course from the list.

4. The parent Independent Study course’s sections will display under **Mapped Sections**.

5. All sections for the chosen semester will appear under **Unmapped Sections**. Select the Independent Study course section you would like to combine with the parent course and click **Submit**.

   **Note:** You can only add one section at a time.
6. Next, a screen will display the details of the process. Click **Confirm**.

7. Finally, you will get confirmation that the course combination was successful. Click **here** to view your new course in ELMS Canvas.

8. Repeat the process to add additional Independent Study sections to the parent course.

**COMBINE AN INDEPENDENT STUDY COURSE(S) WITH OTHER INDEPENDENT STUDY COURSES AND REGULAR TERM-BASED COURSE(S)**

1. Click on the **Combine Sections and Courses** link in the ELMS Management Tool menu.

2. Select the semester from the drop-down menu. Click **Load courses from SIS**.
3. Pick the Regular Term-based parent course from the list.

4. The parent course’s sections will display under Mapped Sections.

5. All sections for the chosen semester will appear under Unmapped Sections. Select the Independent Study or Regular Term-based Course section you would like to combine with the parent course and click Submit.

   Note: You can only add one section at a time.

6. Next, a screen will display the details of the process. Click Confirm.
7. Finally, you will get confirmation that the course combination was successful. Click here to view your new course in ELMS Canvas.

8. Repeat the process to add additional Independent Study and/or Regular Term-based Course sections to the parent course.