



Blank Master Shell **PART 1**



canvas Pre-Blank Master Shell Steps

1

SUBMIT A MASTER SHELL REQUEST

<http://macombblms.com/CourseForms/>

2

SAVE ANGEL MASTER COURSE FILES

- ☐ Create a folder on your desktop titled ANGEL Master Course Files
- ☐ Select and save ANGEL master course files to the folder
- ☐ Right click on the folder
- ☐ Select "Send to Compressed (zipped) folder"
- ☐ A zipped folder is created on your desktop



Blank Master Shell **PART 2**



canvas Post Blank Master Shell Steps

1 - REVIEW COURSE SETTINGS

1

2 - UPLOAD YOUR FILES

2

3 - EDIT MODULES AND ADD CONTENT

3

4 - CREATE ANNOUNCEMENTS

4

5 - SET UP ASSESSMENTS

5

6 - CONFIGURE YOUR GRADEBOOK

6

7 - UPLOAD YOUR SYLLABUS (FDH)

7

8 - PREVIEW YOUR COURSE AS A STUDENT

8

9 - PUBLISH YOUR COURSE

9

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