Step #1:
Canvas Credit Recovery courses must be created in the Master Schedule by your building Records Secretary. Primary teacher must be a Certificated Teacher. Success Coordinator is assigned as a Secondary Teacher on each of the courses. If you are not added as Secondary on the course, you will not see them on your Canvas Dashboard.

Step #2:
Student is scheduled into the Canvas Credit Recovery course in eSchool.

Step #3:
Once a student is scheduled in the course in eSchool, in order for the student to see the Credit Recovery course in Canvas, an initial request to LMS to **sync** the Canvas blueprint needs to be submitted for that specific course(s). This is only needed once for each course each semester. Once it is generated, additional students who are scheduled in the Canvas Credit Recovery course will see it within 24 hours of being scheduled in the course.

Important: **There has to be at least one student scheduled in the Canvas Credit Recovery course before it can be generated.** Unfortunately, you cannot submit one ticket with all the Canvas Credit Recovery courses for the whole semester. You may have to create tickets at different times throughout the semester as kids are scheduled in the course. Once it is generated, you do not have to do it again for this semester. You will have to do it again next semester, though.

It is very important that you use the correct HelpDesk template Please use the Canvas Request template, *HelpDesk Home > Request Something > Software & Systems > Canvas Request* or click this link: Canvas Request. Before filling out the template, save this link to your browser for future use.

In the ticket, please include the following information (can be attached as a separate spreadsheet):
Example:

Semester	Course Code	Title	Primary Teacher	Secondary Teacher	Period
1	SCI935	Physics in the Universe CR	Poe, G	Linder, J	8

In the Summary field, please use the following verbiage: **Blueprint Sync Request**. If you are not clear in your summary, there could be a chance that your ticket will be closed without completing the ticket, because the LMS Analyst thinks it is a crosslisting request which requires a different template.

Search Catalog 🔍

Canvas Request

Use this form to request help with or changes to Canvas other than crosslisting courses.

* Caller

Christina Kummerle | CKummerle2@everettsd.org ▾

* Location

▾

* Phone Number

* Preferred contact method

Email ▾

Best time to contact

* Summary of your request (one sentence)

② ◄————— Blueprint Sync Request

* Description/Details (provide as much detail as possible, thanks!)

Submit   📎 Add attachments

Required information Location   Phone Number   Summary of your request (one sentence)
Description/Details (provide as much detail as possible, thanks!)