Add User or Change User Role in Canvas

Faculty/Staff

Canvas enrollment will be regularly reconciled with Banner. Faculty who are added in the course as an instructor through Banner will automatically be added to their course in Canvas as a TEACHER. There is no change to any of these procedures.

In order to have a faculty or staff member added to a course in Canvas or to have their role changed, the request must be approved by:

1) the course coordinator, OR
2) the program coordinator, department chair, and/or school director, OR
3) an Associate Dean or Dean, OR
4) an individual granted the authority to act on behalf of one of one of the individuals listed in #2 or #3 (e.g., a Canvas champion or administrative assistant).

The request should include the following information:

• faculty or staff member’s name,
• faculty or staff member’s T#,
• the semester that the course is being offered,
• the CRN for the course, and
• the role the individual should be assigned.

Faculty and staff can be manually added to Canvas in one of five roles:

LECTURER – a user who can manage content (i.e., add/revise/delete pages, files, modules, assignments, quizzes, etc.) and who can manage grades (i.e., add/revise/delete grades)

DESIGNER+ – a user who can manage content (i.e., add/revise/delete pages, files, modules, assignments, quizzes, etc.) and who can only view grades

DESIGNER – a user who can manage content (i.e., add/revise/delete pages, files, modules, assignments, quizzes, etc.), but cannot view grades

TA – a user who can manage content (i.e., add/revise/delete pages, files, modules, assignments, quizzes, etc.) and who can manage grades (i.e., add/revise/delete grades), but cannot change course state, create and edit assessing rubrics, manage learning outcomes, moderated grades or read SIS data for users and courses

OBSERVER – a user who can only view content, but cannot view grades
The request should be sent to the Canvas team. The Canvas team will respond to all requests within 24 hours, including notifying of insufficient documentation. Sufficiently documented requests will be implemented within 10 business days.
Students

Canvas enrollment will be regularly reconciled with enrollment in Banner. Students who are registered/enrolled in the course through Banner will automatically be added to their course in Canvas as a STUDENT. There is no change to any of these procedures.

However, to have a student not enrolled through Banner added to a course in Canvas or to have their role changed, the request must be approved by:

1) the program coordinator, department chair, and/or school director, OR
2) an Associate Dean or Dean, OR
3) an individual granted the authority to act on behalf of one of the individuals listed in #1 or #2 (e.g., a Canvas champion or administrative assistant).

The request must also be approved by the Registrar.

The request should include the following information:

- student’s name,
- student’s T#,
- the semester that the course is being offered,
- the CRN for the course, and
- the role the student should be assigned.

Students can be manually added to Canvas in one of two roles:

STUDENT_C – a user who has the same access as a regular STUDENT, but was not added into Banner by the Registrar (i.e., does not trigger tuition). This role is useful for students who received an incomplete one semester, but need access to the current course shell in Canvas to complete their course.

OBSERVER – a user who can only view content, but cannot view grades. This role is useful for students who have been placed on a leave of absence.

Please note that students who are being placed on a leave of absence must still complete the “Leave of Absence” form available at http://studentservices.tu.edu/registrar/forms.html

The request should be sent to the Canvas team. Sufficiently documented requests will be implemented within 5 business days.
**Librarian**

In order to have a librarian added to a course in Canvas or to have their role changed, the request must be approved by the course coordinator.

The request should include the following information:

- librarian’s name,
- librarian’s T#,
- the semester that the course is being offered,
- the CRN for the course, and
- the role the individual should be assigned.

Librarians can be manually added to Canvas in one of two specialized roles:

LIBRARIAN – a user who can add, edit and delete events on the course calendar, create and edit assessing rubrics, see and moderate discussions, send messages to individual course members and the entire class, view the list of users in a course, view student submissions and comment on them, view announcements and discussions.

LIBRARIAN: ENHANCED – a user who can do everything that users with the Librarian role can plus manage (i.e., create/edit/delete) course files and pages, manage (i.e., create/edit/delete) groups.

Note that librarians could also be added to the course in the role of LECTURER, DESIGNER+, DESIGNER, TA, or OBSERVER if desired by the course coordinator.

The request should be sent to the Canvas team. Sufficiently documented requests will be implemented within 10 business days.