

Canvas Locally-Created Courses (i.e., Organizations) Management Policy

Unlike our previous learning management system (LMS), Canvas does not have a function that separates courses and organizations. Canvas does allow the LMS administrator to manually create courses at the local level. These locally created courses have the same functions as the courses that are automatically created by Banner (i.e., the courses listed in our course catalogue). Organizations that are considered curricular or co-curricular can be established as a locally created course. *Please note that general development courses or sandboxes do not qualify as organizations, and will only be created for new programs or courses.*

1. The first step in organization management is to create the organization. A copy of the “Information Technology Department: Canvas Organization Request Form” should be submitted to servicedesk@tu.edu that indicated the name and purpose of the organization. The “Information Technology Department: Canvas Organization Request Form” asks the organization owner to outline the purpose of the organization, as well as other issues to determine if an organization is the appropriate channel (e.g., while Canvas is FERPA compliant, it is not HIPPA compliant). If there is any clarification needed about whether the organization is curricular or co-curricular, the Canvas team will reach out to the requestor and to the program, department or college leadership.

Please note that separate organizations will not be created based on “Class of #####” basis (e.g., one organization for Student Orientation – Class of 2022 and a second organization for Student Orientation – Class of 2023). In these instances a single organization will be created and students will be enrolled in individual sections for “Class of 2022” and “Class of 2023.”

Organizations will not be automatically deleted. Periodically, the LMS administrator may contact organization owners to determine if their organization is still active and needed. Alternatively, if an organization owner knows when the organization will no longer be needed, the owner can indicate this on the “Information Technology Department: Canvas Organization Request Form.”

2. The second part of organization management is the enrollment of users. The enrollment of users is done by the LMS administrator. To facilitate this process, the owner of the organization is asked to provide the LMS administrator with a spreadsheet that indicates who should be enrolled and the role that each user should have. The nine standard roles that are available are:

TEACHER – a user that can manage content (i.e., add/revise/delete pages, files, modules, assignments, quizzes, etc.) and that can manage grades (i.e., add/revise/delete grades). This role should be reserved for the owner of the organization, unless the organization is curricular in nature and then those individuals who are instructors of record should be added in this role.

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

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

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

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

COURSE OBSERVER – a user that can only view content, but cannot view grades

STUDENT – a user that is able to view content and submit assessments

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

Please note that the owner(s) or main contact(s) for the organization should be the only individuals listed as a TEACHER. Other users that need those same permissions should be listed as LECTURERS.

The unit will create a spreadsheet to identify which faculty, staff, and students should be added to the organization. The spreadsheet should be sent in the following format.

USER_ID	ROLE	SECTION_ID	STATUS
T#	TEACHER	[Organization name]	active
T#	DESIGNER+	[Organization name]	active
T#	STUDENT	[Organization name]	active
T#	COURSE OBSERVER	[Organization name]	active
T#	LIBRARIAN	[Organization name]	active
Etc.	Etc.	Etc.	Etc.

USER_ID: the individual's T#

ROLE: the specific Canvas role based on the list above

SECTION_ID: the name of the organization

STATUS: there are two statuses available – active is what you want to use to add an individual and inactive would be the option to remove an individual

This file should be submitted to servicedesk@tu.edu as a Comma Separated Values or .csv file.