

## **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.

This approval must be documented in the request that is submitted.

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

Requests from COM and COP should be sent to Michelle Jenkins via the Service Desk ([servicedesk@tu.edu](mailto:servicedesk@tu.edu)), while requests from CEHS should be sent to Michael Barbour ([michael.barbour@tu.edu](mailto:michael.barbour@tu.edu)). Requests should receive a response 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.

The request must also be approved by the Registrar. These approvals must be documented in the request that is submitted.

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>

Requests from COM and COP should be sent to Michelle Jenkins via the Service Desk ([servicedesk@tu.edu](mailto:servicedesk@tu.edu)), while requests from CEHS should be sent to Michael Barbour ([michael.barbour@tu.edu](mailto:michael.barbour@tu.edu)). Requests should receive a response within 24 hours, including notifying of insufficient documentation. 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. This approval must be documented in the request that is submitted.

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.

Requests from COM and COP should be sent to Michelle Jenkins via the Service Desk ([servicedesk@tu.edu](mailto:servicedesk@tu.edu)), while requests from CEHS should be sent to Michael Barbour ([michael.barbour@tu.edu](mailto:michael.barbour@tu.edu)). Requests should receive a response within 24 hours, including notifying of insufficient documentation. Sufficiently documented requests will be implemented within 10 business days.