

## Registration Procedure with Canvas

1. The Registrar sends each academic unit a spreadsheet showing all the sections offered last and associated faculty from the last semester. The unit is asked to review the spreadsheet carefully with the following instructions

- Any sections that you do not wish to offer please use strikethrough for the whole row
- Any sections you wish to add, please do so at the bottom of the list in RED
- Any Edits (grade mode, primary or additional faculty names) please make in RED

Feel free to add comments to cells as needed.

One primary and 4-5 additional faculty can be listed in Banner through this template. These individuals will be automatically populated in Canvas as “TEACHERS.” Please note that the role of TEACHER in Canvas is defined as:

This is the role for Faculty users who are accountable for final course grades and are thus legally responsible for the course. Only faculty should be assigned this role (in rare occasions staff). Teachers can create/modify/delete content and create/modify/delete assessments and other gradebook items.

Faculty names and roles beyond these six must be submitted to the Canvas coordinating team.

Understand that any changes (especially grade mode) to the course setup after students register are extremely time consuming to change.

This step in the procedure has not changed with the implementation of Canvas.

2. The second part of the term course building focuses on populating additional faculty and staff into Canvas in the appropriate manner based on their role in the course. Those faculty or staff that were listed in the first step as instructors of record in Banner (i.e., the individuals who have legal responsibility for the course) are automatically added to Canvas as the TEACHER. All other faculty and staff will be added to Canvas in one of five roles:

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

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

The unit will create two spreadsheets to identify which faculty and staff members. The first spreadsheet should have the role of LECTURER, DESIGNER+, DESIGNER, TA, or OBSERVER in each course that follows this model.

<b>Instructor First</b>	<b>Instructor Last</b>	<b>Instructor T#</b>	<b>Course Code CRN</b>	<b>Course Code CRN</b>	<b>Course Code CRN</b>
Jane	Doe	T00000001	role	role	role
John	Hancock	T00000002	role	role	role

The second spreadsheet will contain similar information, but be formatted in a way that it can be uploaded into the student information system by the Canvas team. The term follow the fiscal year and should be identified as:

Summer 2019 = 201910 (i.e., 20##10)  
 Fall 2019 = 201930 (i.e., 20##30)  
 Spring 2020 = 201970 (i.e., 20##70)

<b>TID</b>	<b>Role</b>	<b>Term</b>	<b>CRN</b>
T00000001	role	201910	00001
T00000001	role	201910	00002
T00000002	role	201910	00001

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.

Enrollment in Canvas will be updated within 10 business days of receiving the updated spreadsheet. Any changes that may be required to the roles assigned to these additional faculty and staff may be made throughout the semester by following the process outlined in the “Change to User Role in Canvas” procedure.