Requesting Access to Canvas Courses

Do you need to be added to a Canvas course? Are you helping someone else who needs access? Follow the guide below to see what is needed for your request to be processed. Send all enrollment requests via email to canvas@unthsc.edu. With your request, always be sure to include what course needs to be accessed (full name of the course in Canvas and/or course link), who needs access (name and EUID or employee/student ID #), and what Canvas role should be assigned to the persons who need access. Please note that the majority of roles require enrollment through the registrar's office prior to enrollment in Canvas.

1. ***Student***
   a. Student enrollments in credit-bearing courses require confirmation of enrollment in EIS or from the Registrar's Office directly before processing the enrollment in Canvas. The student should be directed to their program coordinator for registration if they are not enrolled in EIS.
   b. Student enrollments in non-credit-bearing courses can request enrollment through the course instructor. Confirmation of enrollment in EIS is not required.
2. ***Student Audit***
   a. If a student wishes to audit a course in Canvas, the student must have the permission of the instructor and the department head and must be enrolled through the registrar's office.
3. ***Student Conduct Investigations.***
   a. In the case of a student conduct investigation, the course director's consent or the Dean of the School's consent is required to enroll in the course any other UNTHSC personnel (e.g., the Director of Student Development and Conduct) involved in the investigation and/or review of a student's case. They are given the role of Teacher.
4. ***Teacher.***
   a. Faculty enrollment in credit-bearing courses requires confirmation of enrollment in EIS or directly from the Registrar's Office before processing the enrollment in Canvas.
   b. Faculty enrollment in non-credit-bearing courses can be requested by directly contacting canvas@unthsc.edu.
   c. A faculty member may be granted access to a course other than their own with the permission of the course director or department head. For credit-bearing classes, it still must be processed through the Registrar's office.
   d. New faculty members must complete FERPA training before they can be granted access to Canvas courses. New faculty must also have a EUID, employee ID #, and UNTHSC email address before being added to Canvas.
   e. The TCOM Faculty role exists as a limited faculty role created by automation for use in the MEDE. Courses.
5. ***Course Coordinators (Staff)***
   a. Staff course coordinators may be enrolled in courses with the permission of the faculty course director or the department head. The Course Coordinator (Staff) role will be used for these enrollments.
6. ***Tutor.***

a. Tutor enrollments are made at the request of the Tutoring Coordinator in the Center for Academic Performance (CAP). These requests can be sent directly to canvas@unthsc.edu and do not require Registrar verification.

7. *Teaching Assistants*
   a. **TA (Limited)** is used for TAs enrolled in a master's program. This role does not permit the TA to enter or view grades or view course analytics.
   b. **TA** is used for TAs enrolled in a terminal degree program. This role allows the TA to enter grades, view grades, and view course analytics.
   c. All TAs must complete FERPA training and TA Bootcamp prior to being enrolled in Canvas. Once complete the request to add the TA to the course can be sent to the registrar.

8. *Observer*
   a. The **Teacher Observer** role is used for faculty participants who need to be able to view the course content, student submissions, and student grades only. These participants are not able to grade.
   b. The **Observer** role has read-only access to course content and cannot interact with other people enrolled in the course. This role should be used for requests for students to have access to past courses for content review and may be used in other circumstances that call for a low level of access.
   c. Observer roles can be requested by contacting canvas@unthsc.edu.

9. *Access to courses from previous semesters.*
   a. Faculty access to courses from previous semesters may be granted by the original course director, the department chair, or the dean of the school. This permission granting structure is in place to restrict access to the FERPA-protected information of the past students to only those that need it.
   b. Students may be granted access to courses from previous semesters that they were not enrolled in with the permission of the original course director, the department chair, or the dean of the school. These enrollments use the **Observer** role to restrict access to FERPA-protected information of the past students.