Canvas LMS Roles and How to Add Them

Useful article from ITS (Ref. # KB0011425)  
<https://servicenow.nau.edu/kb_view.do?sysparm_article=KB0011425>

In the Learning Management Systems (LMS), Canvas, there are several different roles one may have.

Please note: it can take an overnight feed from Peoplesoft for these roles to appear in the LMS.)

The following roles are available in LOUIE along with their corresponding roles in Canvas; in most cases, people should be added or removed in LOUIE by your department's class scheduler:

* **Primary Instructor**

Every class must have a primary instructor. The Primary Instructor role is reserved for the instructor of record. They teach the class and are ultimately responsible for administering and grading the class.

The primary instructor of record of a course in LOUIE will automatically be both the designer and instructor in Canvas.

Use this role to indicate the instructor with primary responsibility for the class even when this instructor is a Graduate Teaching Assistant

* + Will appear in Canvas as both *Instructor*and *Designer* 
    - (This is the only role that automatically has Designer access. Designer must be requested for any other role.)
  + May grade student work, see student information, and change course content
* **Secondary Instructor**
  + Will appear in Canvas as *Instructor*
  + May grade student work and see student information; may *NOT*change course content
  + If a secondary instructor also needs to edit course content, they should also be added as Designer, by a request (see below)
* **Teaching Assistant**
  + Should be added as Teaching Assistant in LOUIE by class scheduler
    - TAs should not be designated as Grader, which does not provide access in Canvas)
  + May grade student work and see student information; may *NOT* change course content
  + If a teaching assistant also needs to edit course content, they should also be added as Designer, by a request (see below)

**Access:**

* Depending upon how much grading responsibility you want to give the TA, you will set **Access.** Access controls mid-term and final Grade Roster access.
* Select *Approve* or *Grade* access from the drop-down box.
* **Approve** access will allow the instructor to both input grades and approve the grades to be sent to Registrar Grades.
  + - **Grade** access will only allow the ability to enter grades.
* **Designer:**
  + May change course content; may NOT grade student work or see student information
  + Should be added directly to Canvas by class scheduler using SoC Add Designer tool
  + May be combined with Secondary Instructor or Teaching Assistant role
* **Steward**
  + May see student work and student information; may *NOT* change course content
  + Should be added as Steward in LOUIE by class scheduler
  + Should be used by observer, faculty mentor, chair, etc. (should *NOT* participate in course or grade student work)
* **Student Auditor:** 
  + Same access as a regular student. This role may be used by peer mentors, supplemental instructors, etc.
  + Should be added directly to Canvas by LMS Faculty Support

**Designer Access**

* Course Designer may be added to allow build/edit access in the Learning Management System (LMS). ). The Designer role permits editing access of the course. The designer role can be added only after classes have fed to the LMS (a few weeks after schedule is published.)
  + [You can tell if the class has “fed” by checking the Basic Data page. When content exists in the LMS (Canvas LMS) shell the Class Link field displays a URL. **Class Link** https://canvas.nau.edu

A screenshot of a computer

Description automatically generated

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|  | **Designer:**   * May change course content; may NOT grade student work or see student information * Should be added directly to Canvas by class scheduler using *Add Designer* tool * May be combined with Secondary Instructor or Teaching Assistant role   On the Meetings page, click on the link to add Course Designer access.  This is the same blue “i” info icon used to view the instructor role definitions. |

\*Exceptions exist. Who should handle these exceptions?

**Course Schedulers** can do the following:

* Add Primary Instructor, Secondary Instructor, Designer, TA, Steward to for-credit courses in the current semester or in a future semester. This will feed to Canvas.

**LMS Faculty Support** can do the following:

* Add Primary Instructor, Secondary Instructor, TA, Steward, Designer, Student Auditor, Student to non-credit courses (departmental resources, development course shells, etc.).
* Add Primary Instructor, Secondary Instructor, Designer, TA, Steward to older for-credit courses.

Please request any enrollment exceptions by emailing [LMS-Faculty-Help@nau.edu](mailto:LMS-Faculty-Help@nau.edu) from your NAU account.

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| For normal for-credit courses\*, enrollments are fed to the LMS automatically from LOUIE (Peoplesoft), which stores authoritative data for a course. Students who enroll in a course section in LOUIE will automatically be enrolled in the corresponding section in Canvas. |