



REQUEST FOR ACCESS TO CANVAS COURSE

As Instructor of Record, I request that the following individual be provided access to my Canvas course. Specifics are noted below:

Access to be granted to _____
 Name of Individual

Please check one of the following as the reason access is to be granted:

Please check one of the following Canvas Roles (Definitions can be found on page 2):

If you have questions about the reason for access and/or the appropriate role, please contact the Distance Education and Instructional Design Coordinator at (760) 773-2598.

Canvas Course Information (Example 18/SP ENG 001A 1234)

Term	Subject	Course Number	Section Number

Dates of Access:

Start Date

End Date

Instructor
of Record:

Print Name

Signature

Date

Dean
Approved:

Print Name

Signature

Date

-----**For Office Use Only**-----

Processed by: _____ Name _____ Date _____

Copy sent to: _____ Name _____ Date _____

Copy sent to: _____ Name _____ Date _____

Canvas Roles

Canvas users can be assigned one of five roles with different permissions:

- **TA:** View course content and interact with other users in the course. Create assessments and course content. Edit grades. **Cannot add/remove other teachers, TAs, observers, or designers to the course. Cannot add/removes students. Cannot publish/unpublish the course, manage course sections, or moderate grades.**
- **Teacher:** All Permissions except Add/remove students for the course.
- **Faculty Facilitator:** View course users, course content, grades, and data. **Cannot interact with course users.**
- **Faculty Evaluator:** All Permissions except Add/remove students for the course.
- **Designer:** View course content and interact with other users in the course. Create assessments and course content. Publish/unpublish the course, and manage course sections. **Cannot view student submissions or grades, edit or moderate grades, course analytics, or add/remove users to the course.**
- **Observer:** Can post to discussions, view announcements and discussions, and student group pages. **No other permissions.**