

Canvas and MyView Roles Guide

Canvas allows users to take on several different roles. In each course, a user has only one specific role. However, since users often belong to multiple courses, it can be common for a user to be a Teacher in one course and serve as a TA in another course. Much of that depends on the institutional roles assigned to that user by the department overseeing that user's role in Canvas.

To see a visualization of what each role's capabilities are, what they have access to, and where to add them, please see this document:

https://www.umsf.edu/regISTRATION/files/onecanvas_myview-roles_access1.pdf.

More information can also be found below.

Canvas Role: TEACHER

MyView roles that feed to this role in Canvas: Primary Instructor, Secondary Instructor, Administrative

Teachers have full access to grading and content in Canvas. **NOTE: Canvas terminology calls the Instructor role a "Teacher" within the interface.**

Method for Obtaining Access:

1. Departmental scheduler assigns the Instructor teaching the course(s) in CourseLeaf Section Scheduler (CLSS) and indicates if they are a Primary or Secondary Instructor.
 - The scheduler will need the name and EMPLID of the Instructor.
2. Instructors will be granted access to the **FERPA** course when their HR appointment is active, they have been assigned a UM System email, and their paperwork is complete.
Instructors must pass the FERPA for Higher Education training and test with a score of 85% or higher.
3. This will automatically assign the Instructor to the Teacher role of the designated course in Canvas.

MyView Security Role:

1. Instructors must complete and pass the **FERPA for Higher Education** training.
2. Instructor is added to the PeopleSoft (MyView) Self-Service Instructor Role and listed as Primary or Secondary Instructor, or Administrative, on the course.
3. Instructors with one of these roles are given access to "Approve" grades for the designated course in MyView.

Canvas Role: TA

MyView role that feeds to this role in Canvas: Graduate Teaching Assistant.

Teaching Assistants have full access to grading and content in Canvas. **NOTE: UMSL only has the role of Graduate Teaching Assistant in MyView and students assigned to this role must be graduate students.**

Method for Obtaining Access:

1. Departmental scheduler assigns the GTA to the course(s) in CourseLeaf Section Scheduler (CLSS). They are NOT factored into the teaching load.
 - The departmental scheduler will need the name and employee ID of the GTA.
2. GTA's will be granted access to the **FERPA** course when their HR appointment is active, they have been assigned a UM System email, and their paperwork is complete. **GTA's must pass the FERPA for Higher Education training test with a score of 85% or higher.**
3. This will automatically assign the GTA to the TA role of the designated course(s) in Canvas.

MyView Security Role:

1. GTA's must complete and pass **FERPA for Higher Education** training.
2. GTA's are NOT added to the PeopleSoft (MyView) Self-Service but are listed as GTA on the course.

Canvas Role: GRADER

MyView role that feeds to this role in Canvas: Grader.

Graders have LIMITED access to Canvas. They are only able to change grades in the Gradebook. They are NOT able to add/modify content in Canvas.

Method for Obtaining Access:

1. Departmental scheduler emails scheduling@umsl.edu to assign the Grader to the course(s) in MyView. They are NOT factored into the teaching load.
 - Scheduling@umsl.edu will need the name and employee ID of the Grader.
2. Graders will be granted access to the **FERPA** course when their HR appointment is active, they have been assigned a UM System email, and their paperwork is complete. **Graders must pass the FERPA for Higher Education training test with a score of 85% or higher. Due to FERPA privacy law, undergraduate students should not typically have access to grading. This role should be used sparingly and only in limited pre-approved circumstances.**

3. Grader will then be added to the Grader role of the designated course(s) in Canvas.

MyView Security Role:

1. Graders must complete and pass the FERPA for **Higher Education Training**.
2. Graders are NOT added to the PeopleSoft (MyView) Self-Service but are listed as Grader on the course.
3. Graders are not given access to “Approve” grades in MyView. Grades in MyView are managed by the Primary Instructor.

Canvas Role: LEARNING ASSISTANT

MyView roles that feed to this role in Canvas: Learning Assistant and Supplemental Instructor Leader.

Learning Assistants are NOT able to view or edit grades in Canvas.

Method for Obtaining Access:

1. Departmental scheduler assigns the Learning Assistant to the course(s) in CourseLeaf Section Scheduler (CLSS). They are NOT factored into the teaching load.
 - The departmental scheduler will need the name and employee ID of the Learning Assistant.
2. Learning Assistants will be granted access to the **FERPA** course when their HR appointment is active, they have been assigned a UM System email, and their paperwork is complete. **Learning Assistants must pass the FERPA for Higher Education training test with a score of 85% or higher.**
3. This will automatically assign the Learning Assistant to the Learning Assistant role of the designated course(s) in Canvas.

MyView Security Role:

1. The Learning Assistant must complete and pass **FERPA for Higher Education training**.
2. The Learning Assistant is NOT added to the PeopleSoft (MyView) Self-Service but is listed as Learning Assistant on the course.
3. The Learning Assistant is not given access to “Approve” grades in MyView. Grades in MyView are managed by the Primary Instructor.

Canvas Role: Faculty Peer Reviewer

MyView roles that feed to this role in Canvas: Faculty Peer Reviewer.

Faculty Peer Reviewers are able to view but cannot edit grades in Canvas.

Method for Obtaining Access:

1. Departmental scheduler assigns the Faculty Peer Reviewer to the course(s) in CourseLeaf Section Scheduler (CLSS). They are NOT factored into the teaching load.
 - The departmental scheduler will need the name and employee ID of the Faculty Peer Reviewer.
2. Faculty Peer Reviewers will be granted access to the **FERPA** course when their HR or courtesy appointment is active, they have been assigned a UM System email, and their paperwork is complete. **Faculty Peer Reviewers must pass the FERPA for Higher Education training and test with a score of 85% or higher.**
3. This will automatically assign the Faculty Peer Reviewer to the Faculty Peer Reviewer role of the designated course(s) in Canvas.

MyView Security Role:

1. The Faculty Peer Reviewer must complete and pass **FERPA for Higher Education** training.
2. The Faculty Peer Reviewer is NOT added to the PeopleSoft (MyView) Self-Service but is listed as Faculty Peer Reviewer on the course.
3. The Faculty Peer Reviewer is not given access to “Approve” grades in MyView. Grades in MyView are managed by the Primary Instructor.

Canvas Role: Observer

MyView roles that feed to this role in Canvas: Observer.

Observers are NOT able to view or edit grades in Canvas.

Method for Obtaining Access (SP24 and beyond):

1. Departmental scheduler assigns the Observer to the course(s) in CourseLeaf Section Scheduler (CLSS). They are NOT factored into the teaching load.
 - The departmental scheduler will need the name and employee ID of the Observer.
2. Observers will be granted access to the **FERPA** course when their HR or courtesy appointment is active, they have been assigned a UM System email, and their paperwork is complete. **Observers must pass the FERPA for Higher Education training and test with a score of 85% or higher.**
3. This will automatically assign the Observer to the Observer role of the designated course(s) in Canvas.

MyView Security Role:

1. The Observer must complete and pass **FERPA for Higher Education** training.
2. The Observer is NOT added to the PeopleSoft (MyView) Self-Service but is listed as an Observer on the course.
3. The Observer is not given access to “Approve” grades in MyView. Grades in MyView are managed by the Primary Instructor.

Canvas Role: COURSE COORDINATOR

MyView roles that feed to this role in Canvas: Course Coordinator.

Course Coordinators are NOT able to view or edit grades in Canvas.

Method for Obtaining Access (SP24 and beyond):

1. Departmental scheduler assigns the Course Coordinator to the course(s) in CourseLeaf Section Scheduler (CLSS). They are NOT factored into the teaching load.
 - The departmental scheduler will need the name and employee ID of the Course Coordinator.
2. Course Coordinators will be granted access to the **FERPA** course when their HR or courtesy appointment is active, they have been assigned a UM System email, and their paperwork is complete. **Course Coordinators must pass the FERPA for Higher Education training and test with a score of 85% or higher.**
3. This will automatically assign the Course Coordinator to the Course Coordinator role of the designated course(s) in Canvas.

MyView Security Role:

1. The Course Coordinator must complete and pass **FERPA for Higher Education** training.
2. The Course Coordinator is NOT added to the PeopleSoft (MyView) Self-Service but is listed as Course Coordinator on the course.
3. The Course Coordinator is not given access to “Approve” grades in MyView. Grades in MyView are managed by the Primary Instructor.