# REQUEST FOR PEOPLESOFT/CANVAS/OASIS ACCESS TO GSBS COURSE

Please complete all fields below and submit via email to registrar@umassmed.edu and tricia.doane@umassmed.edu.

|  |  |
| --- | --- |
| Date of Request: |       |
| Course Catalog Number (e.g., BBS 601): |       |
| Course Catalog Name: |       |
| Academic Year:  | 20  /20   |  |  |  |
| Term:  | [ ]  Fall | [ ]  Spring | [ ] Summer |

Please list new faculty/staff to be granted access to this course or current faculty/staff who need a role change.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First | Last | Email | PeopleSoft Role Requested\* | New | Change |
|       |       |       |       | [ ]  | [ ]  |
|       |       |       |       | [ ]  | [ ]  |
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\*See next page for description of Role Requested

# Roles/Permissions by Platform

| **PEOPLESOFT** | **CANVAS** | **OASIS** |
| --- | --- | --- |
| **Course Director (CA1)*** View class roster
* View assignments
* Add/view grades
 | **Course Director (UMW)*** Full access to Add, Edit, Delete across all tools in a Canvas Course
* Examples:
	+ Content Pages
	+ Quizzes
	+ Assignments
	+ Grades
	+ Discussions
	+ Groups
	+ Files
	+ Rubrics
	+ Third-Party Tools
* Publish and unpublish all content
* View course roster/enrollments
 | **Course Director*** Access to classes
* Access to students
* Access to evaluations
* Access to complete assessments
 |
| **Academic Partner (ACP)*** View class roster
* View assignments
* Add/view grades
 | **Academic Partner (UMW)*** Same permissions as a Course Director (UMW)
* Full access to Add, Edit, Delete across all tools in a Canvas Course
 |  |
| **Co-Course Director (CA2)*** View class roster
* View assignments
* View grades
 | **Course Director (UMW)*** Same permissions as a Course Director (UMW)
* Full access to Add, Edit, Delete across all tools in a Canvas Course
 | **Course Director*** Access to classes
* Access to students
* Access to evaluations
* DOES NOT HAVE access to complete assessments
 |
| **Course Administrator*** View class roster
 | **EPS (UMW)*** Same permissions as a Course Director (UMW)
* Full access to Add, Edit, Delete across all tools in a Canvas Course
 | **Course Administrator*** Access to classes
* Access to students
* Access to evaluations
* Has access to complete assessments on behalf of the Course Directors
* Cannot be evaluated
 |
| **Primary Instructor (PI)** OR **Secondary Instructor (SI)*** View class roster
* View assignments
* View grades
 | **Instructor (UMW)*** Limited access across all tools in a Canvas Course
* Ability to **view**:
	+ Content Pages
	+ Quizzes
	+ Assignments
	+ Grades *(view and edit)*
	+ Discussions *(Post, comment, and view)*
	+ Groups *(Create and Manage)*
	+ Files
	+ Rubrics
	+ Course Roster/Enrollments
	+ Third-Party Tools
 | **None** |
| **Teaching Assistant (TA)** | **TA*** Very Limited Access
* User can View:
	+ Content Pages
	+ Discussions *(Post, comment, and view)*
	+ Groups
	+ Rubrics
	+ Course roster/enrollments
* **Unable to view or edit student grades or submissions**
 | **None** |
| **Faculty Monitor** | **Observer*** Exceptionally Limited Access
* User can View:
	+ Content pages
	+ Discussions
	+ Announcements
* Unable to edit any items in a course
 | **None** |
| **None** |  | **Educator** (anyone with a faculty appointment with UMMS that is not already assigned to classes)* Can be chosen for evaluation
* Has no access to course or student data
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