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

Please complete all fields below and submit via email to [registrar@umassmed.edu](mailto:registrar@umassmed.edu) and [tricia.doane@umassmed.edu](mailto:tricia.doane@umassmed.edu).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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.

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| --- | --- | --- | --- | --- | --- |
| 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 |