

Course roles and privileges

Each person enrolled in a Canvas course is assigned a course role. Each course role has certain 'privileges' within a course site.

While most course management is done via the Canvas course site, some tasks (such as adding other staff and making a course site available to students) can only be done by the Course Coordinator or manager via the Online Course Manager system.

If you are the Course Coordinator, you should be assigned the Canvas course role of Course Coordinator.

Canvas course roles that can be assigned to other staff are:

Manager

Teacher

TA

Course Designer

Reviewer

Marker

PASS Leader

Student

Staff members enrolled with the **student** role have the same level of access as other students in Canvas.

The table on the following pages outline the privileges available to each role in a Canvas course site.

Where to get Canvas support

LDTI have lots of support options available to staff

Learning Technology Support

4055 8999

(Monday – Friday, 8am to 5pm)

Email

Its@newcastle.edu.au

Canvas

- Login to Canvas and access the **Canvas Support Centre** by selecting **Help** from the Canvas dashboard menu
- [Canvas self-help guides](#)
- [Canvas Community](#)

Canvas guide Course roles and privileges

Function	Course Coord	Manager	Teacher	TA	Course Designer	Reviewer	PASS Leader	Student	Marker
Add staff to course site (via Online Course Manager)	✓	✓	✗	✗	✗	✗	✗	✗	✗
Change staff role in course site (via Online Course Manager)	✓	✓	✗	✗	✗	✗	✗	✗	✗
Publish course site (via Online Course Manager)	✓	✓	✗	✗	✗	✗	✗	✗	✗
Access course and student analytics (incl. New Analytics)	✓	✓	✓	✓	✗	✗	✗	✗	✓
Access course statistics and activity information	✓	✓	✓	✓	✓	✗	✗	✗	✓
Access Gradebook	✓	✓	✓	✓	✗	✗	✗	✗	✓
Access People area	✓	✓	✓	✓	✓	✗	✗	✓ ¹	✓
Access unpublished course	✓	✓	✓	✓	✓	✓	✓	✗	✓
Add, remove members from groups	✓	✓	✓	✓	✓	✗	✗	✗	✗
Arrange, reorder course menu	✓	✓	✓	✓	✓	✓	✓	✗	✗
Copy modules to another course ²	✓	✓	✓	✓	✓	✓	✓	✗	✗
Create, copy, edit & delete requirements and progression	✓	✓	✓	✓	✓	✗	✓	✗	✗
Create, copy, edit, delete materials in Modules area	✓	✓	✓	✓	✓	✗	✓	✗	✗
Create, edit, delete Calendar events (incl. consultation times)	✓	✓	✓	✓	✗	✗	✓	✗	✗

1 Students can only access People area if it is made visible in the course menu.

2 Must have permissions to create materials in Modules area in destination course.

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Function	Course Coord	Manager	Teacher	TA	Course Designer	Reviewer	PASS Leader	Student	Marker
Create, edit, delete Canvas rubrics	✓	✓	✓	✓	✓	✗	✗	✗	✗
Create, edit, delete course announcements	✓	✓	✓	✓	✗	✗	✗	✗	✗
Create, edit, delete course files	✓	✓	✓	✓ ³	✓	✗	✓	✗	✗
Create, edit, delete groups	✓	✓	✓	✓	✓	✗	✗	✗	✗
Create, edit, delete outcomes	✓	✓	✓	✗	✓	✗	✗	✗	✗
Create, edit, delete Zoom meetings	✓	✓	✓	✓	✓	✓	✓	✗	✗
Create, edit, manage, delete assignments	✓	✓	✓	✓	✓	✗	✗	✗	✗
Create, edit, moderate, delete discussion forums	✓	✓	✓	✓	✓ ⁴	✗	✓	✗	✗
Create, edit, manage, delete quizzes	✓	✓	✓	✓	✓	✗	✗	✗	✗
Grade students in SpeedGrader	✓	✓	✓	✓	✗	✗	✗	✗	✓
Import and export grades	✓	✓	✓	✓	✗	✗	✗	✗	✓
Manage course settings	✓	✓	✓	✓	✓	✓	✓	✗	✓
Publish and unpublish content	✓	✓	✓	✓	✓	✗	✓	✗	✗
Search for users via email address	✓	✓	✓	✓	✗	✗	✗	✗	✗
Send Inbox message to entire course or student groups	✓	✓	✓	✓	✗	✗	✗	✗	✗
Send Inbox message to individuals	✓	✓	✓	✓	✗	✗	✗	✓	✗
View grade history	✓	✓	✓	✓	✗	✗	✗	✗	✓

³ Users with the TA role cannot delete course files.

⁴ Users with the Course Designer role cannot moderate discussions