Canvas Roles for Use in Oxford

Roles for users with mainly administrative or IT duties

Role	Description	Subaccount/Course roles **Subaccount** – an administrative area such as department or sub-department. **Course –** is a Canvas course (content container similar to WebLearn site).	Suitability **Note: It is possible to have multiple roles in different areas of Canvas.**
Local Canvas Coordinator	This role allows the user to operate on the subaccount level. Users have access to all courses within their unit. Users can add or remove people to subaccount or course roles, perform all roles at a course level and add, edit, delete global announcements etc.	Subaccount	Suitable for the person who acts as the 'go to' person when users (within a dept.) have any questions about how to do things in Canvas. The Local Canvas Coordinator will have their name advertised within their department as the 'go to' person.
Unit Admin	This role has the same powers as the Local Canvas Coordinator role.	Subaccount	Suitable for users who administer more than 10 programmes of study and need to manage global announcements, add or remove other admins etc., but do not want to be a named Local Canvas Coordinator
Assistant Unit Admin	This role gives the user access to all courses in their unit. It allows the user to act in a supporting role such as uploading course files, add, edit and delete calendar events, manage course state, discussions etc.	Subaccount	Suitable for a user who is involved with more than 10 programmes of study.
Auditor	Allows the user to see list of courses and all course content in a Subaccount in a 'read only' format.	Subaccount	Suitable for users in a senior role (e.g. Proctor) who need to see many courses but not edit.
Course Administrator	Allows the user to maintain Canvas course(s). User can edit and grade a course. User can communicate with course participant, create student groups, access course analytics and student date etc.	Course role	Suitable for use by a Course Administrator who is involved with less than 10 programmes of study. This role allows them to receive notifications for courses/modules that they are involved with.

Roles for teaching assistants or other assistants

Role	Description	Subaccount/Course roles	Suitability
		Subaccount – **an administrative area such as department or sub-department.** Course – **is a Canvas course (content container similar to WebLearn site).**	Note: It is possible to have multiple roles in different areas of Canvas.
Teaching Assistant (TA)	**Allows user to facilitate teaching (e.g. post to discussions, create web conferences etc.).**	**Course role**	**May be suitable for students (or other assistants) who also teach. This role has no editing or grading rights.**
TA Editor	TA Editor role allows the user to facilitate teaching and edit course content.	Course role	Suitable for Teaching Assistants or other assistants, who need to edit course content.

Roles for teaching staff

Role	Description	Subaccount/Course roles	Suitability
		Subaccount – an administrative area such as department or sub-department. **Course –** is a Canvas course (content container similar to WebLearn site).	Note: It is possible to have multiple roles in different areas of Canvas.
Teacher	This role allows a user to manage course content and communicate with course participant. They can edit course content, mark work, access student grades, create student collaborations, add / remove teachers, students, or TAs in courses, etc.	Course role	Suitable for use by Academics who teach on a course.

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Marker	This role is designed for those who only need to grade in Canvas. This role allows the user to mark student work but not edit course content.	Course role	Marker
Tutor Observer	Allows user to view courses/modules in their department or view other courses that they are linked to.	Course role	This role may be suitable for an External Tutor or Visiting Lecturer. May be suitable for other Academics depending on the level of their interaction with the Canvas course.

Roles for students

Role	Description	Subaccount/Course roles **Subaccount** – an administrative area such as department or sub-department. **Course –** is a Canvas course (content container similar to WebLearn site).	Suitability Note: It is possible to have multiple roles in different areas of Canvas.
Student	This role allows the user to see course content, participate in course activities such as, participate in discussions, take quizzes and tests, submit assignments, set up collaborations etc.	Course role	This role is suitable for students on a course or programme of study. These can be an award-bearing course or one of the other courses.
Student Observer	This role allows the user to access courses on a 'read only' basis. This role differs from the Student role because no course participation is allowed. They cannot join in discussions, view lists of	Course role	This role is suitable for 'Student Course Viewers' described as students who take a course without the benefit of a grade or credit.

	participants, create conferences, participate in collaborations etc.		