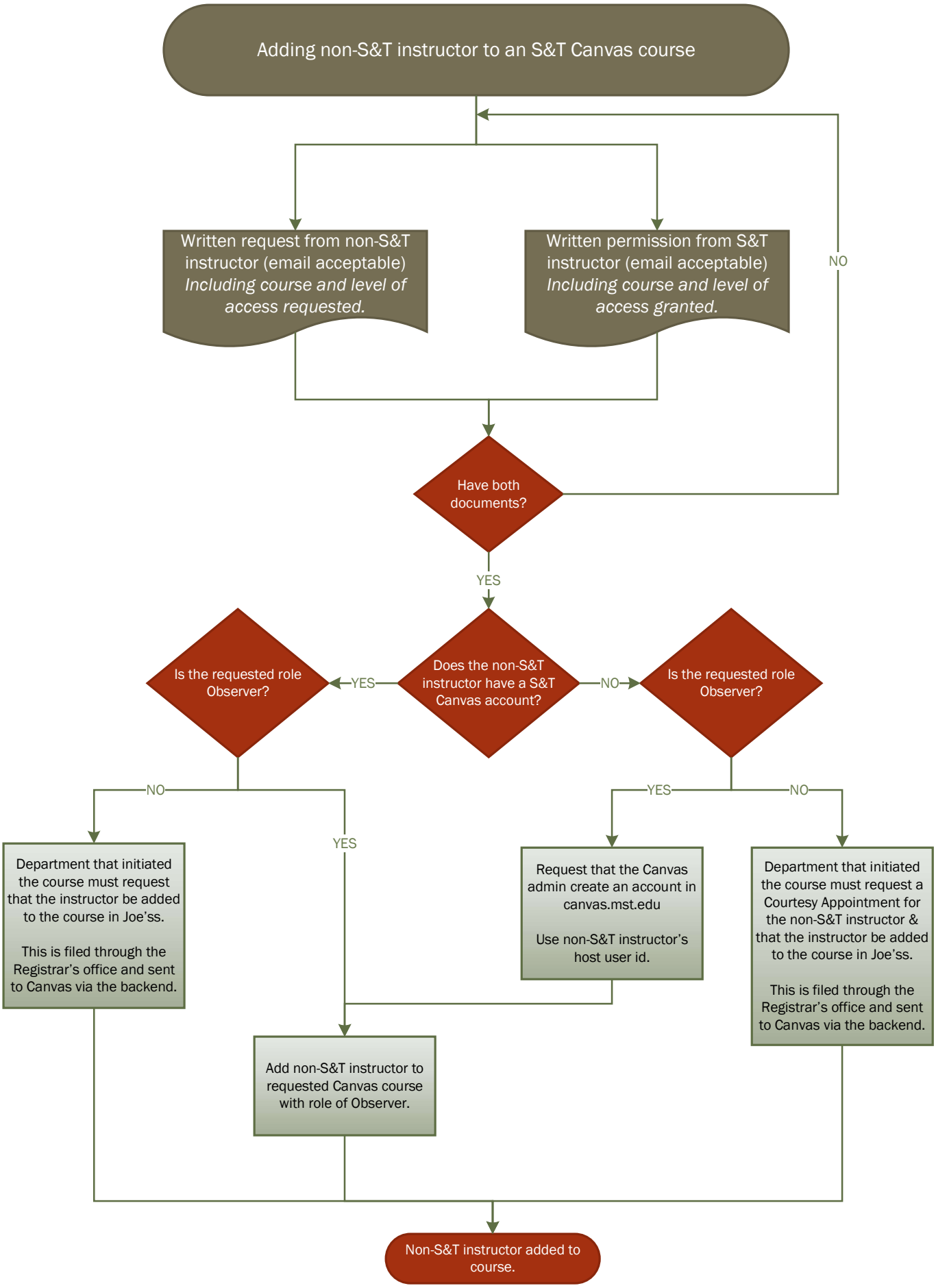
Adding non-S&T instructor to an S&T Canvas course
Written request from non-S&T instructor (email acceptable) Including course and level of access requested.
Written permission from S&T instructor (email acceptable) Including course and level of access granted.
NO
Have both documents?
YES
Does the non-S&T instructor have a S&T Canvas account?
YES
NO
Is the requested role Observer?
Is the requested role Observer?
NO
YES
YES
NO
Department that initiated the course must request that the instructor be added to the course in Joe'ss.
This is filed through the Registrar's office and sent to Canvas via the backend.
Request that the Canvas admin create an account in canvas.mst.edu
Use non-S&T instructor's host user id.
Department that initiated the course must request a Courtesy Appointment for the non-S&T instructor & that the instructor be added to the course in Joe'ss.
This is filed through the Registrar's office and sent to Canvas via the backend.
Add non-S&T instructor to requested Canvas course with role of Observer.
Non-S&T instructor added to course.