canvas

To support the needs of School Office staff and other groups around the University, two "**Colleague**" roles have been established in Canvas.

These are "**Account-level**" roles rather than module roles, which means they give rights over all modules in a School or Department. They have been assigned based on existing records for Study Direct, but can be assigned to additional staff on request.

There are two Colleague roles, "Colleague (editor)" & "Colleague (Viewer) "

Colleague (editor)

This role gives module access similar to a teacher.

Most likely to be used by those who will need to produce reports / statistics of Canvas use or to implement School / Department initiatives.

People with this role will be able to
- View, add and edit module content.
- Run reports on module activity, submissions etc.
- Review all marking to check on progress.

Colleague (viewer)

This role gives module access similar to a student

Most likely to be used by those who will need to view modules in order to provide support to students, or to gain a broad oversight of practice within a School / Departments (e.g. DTLs)

People with this role will be able to
- View all published and unpublished content on all modules in the School / Department.
- View all people enrolled on these modules
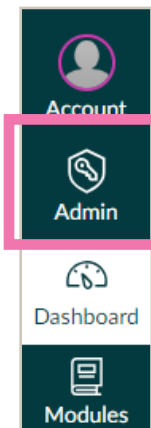
On the global sidebar you will find a button above the Dashboard icon called "**Admin**", clicking this button will give you access to the Admin tab.

On the admin tab you will find a list of the Schools / Departments to which you have access. You can either click into an individual area or click "**All Accounts**" to locate modules and people from all your Schools / Departments.
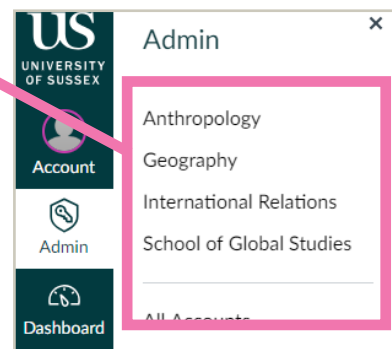
Once you've selected the Schools / Departments you'll be presented with a number of section links in the sidebar.

A Guide to the Colleague roles
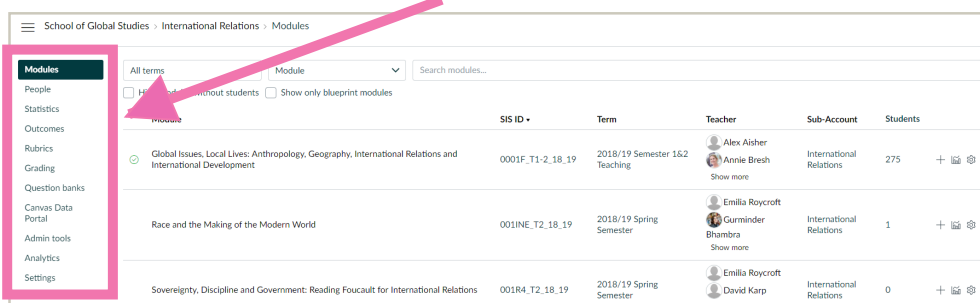
The "Colleague (viewer)" role has access to use the "Modules" and "People" sections. The "Colleague (editor)" role uses all sections.

Modules: Will let you search and view modules. Clicking on the name of a module will open up the module for viewing (and editing, if a "Colleague (editor)").

People: Will allow you to view and search for users by their name, email address or network username and view details of their account and enrolments.

Statistics: Will show you a list of the most recently started modules, the most recently ended modules and the most recently logged-in users.

Admin tools: Will give you access to two tabs, Restore modules, which allows you to restore a deleted module, and Logging, which allows you to generate various logs of activity.

Analytics: Will give analytical information about courses and modules, such as activity on modules.

Settings: Will display settings options for the School / Department account. From here you can access the "Reports" tab, which allows you to view various sets of data from Canvas.

Next to the name of each report option is a ⓘ symbol which will provide you with an explanation of each report when clicked.

The grey Configure... button will then allow you to define various parameters e.g. limiting the report to a certain term, including deleted objects (deleted course, users or renrollments), by enrolment state, etc. Most reports require you to define the parameters before running the report.

Once you have started a report it may take some time to run. You will be emailed when the report is ready. Once it's ready, go back to the reports tab and click the download icon next to the report you requested. This will download the relevant data as a CSV file.