

CANVAS: Why can't TA/Co-Teacher see students, homework, grades?

When a course account is ordered using the ISU created **'Request a New Course Shell'** form, the course account arrives with a **default enrollment section that has the same name as the requested course shell**. The account name, and therefore the default enrollment section name, is often something like "HDFS 110" or "Special Topics in Event management".

- The person requesting the account is automatically listed as Co-teacher in this default section.
- Any TAs or co-teachers listed on the course order form are automatically enrolled in the default section.
- There are no registered students enrolled in the default course section.

The Instructor of Record uses the ISU created **"Prepare to Teach"** tool to enroll one or more Registrar classlist(s) into the existing Canvas account. Each enrolled classlist creates a new enrollment section in the Canvas account. These new sections have names like "Section 1", "Section 2B", and "Section XW".

- The Instructor of Record is included on the Registrar's classlist because the academic department has officially recorded it this way. Therefore, the instructor will be enrolled in the new Section along with the students when the Registrar list is connected.
- Typically TAs and co-teachers are NOT included on the Registrar list so are not enrolled in the new Canvas enrollment section along with the students.

Consequences:

1. The official Instructor of Record will have both Co-Teacher and Teacher status in the course. This is inconsequential but perhaps puzzling.
 - ISU uses the role "Teacher" to indicate an instructor of record who via a Registrar classlist
 - ISU recommends using the Co-teacher role for instructors who are added by any other means. This is an ISU constructed role, not an official Canvas label.
 - The roles Teacher and Co-teacher function identically in Canvas.
2. **TAs and Co-teachers who are only listed on the default section will not see the enrolled students, the student's submitted work, or the student's grades in the gradebook.**

Correction required:

TAs and Co-Teachers must be manually enrolled into each section containing students that they are expected to interact with. This can be done by either a Co-teacher, Teacher as follows:

- Course Menu > ISU AdminTools > Manage Additional People
- Enter the participant's netID, specify the desired role and the desired section, click Add User.

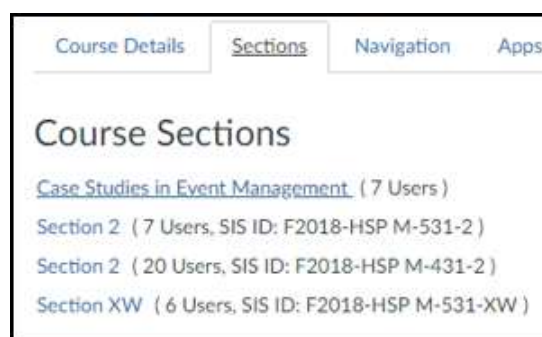
Note:

- The TA or Co-teacher may need to be added to multiple sections. It is possible to specify "All listed sections" or add them to specific sections only.

Because of the way Registrar Classlists are labeled in Canvas, it can be hard to differentiate sections.

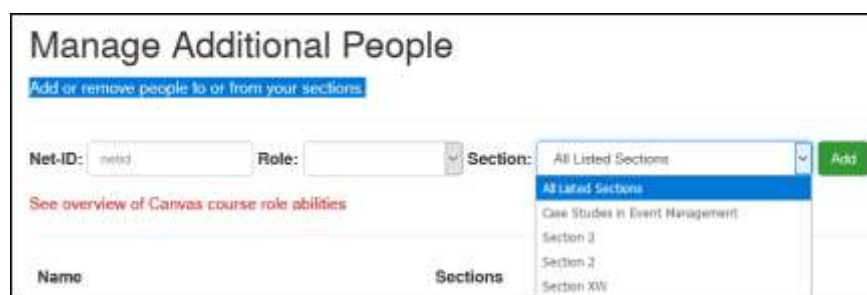
In this example, the default course shell is called “Case Studies in Event Management”. Three classlists have been added to this account:

- HSPM 531 Section 2,
- HSPM 431 Section 2, and
- HSPM 531 Section XW:



The Sections lists created in Canvas do not include the Registrar course prefix or number, just the word ‘Section’ and the numeric or letter designator for the section, thus different Registrar classlists can have identical “Section” labels in Canvas.

When using ISU AdminTools to add people, there is no way to distinguish between these identically labeled Canvas Enrollment Sections.




However, in order for a TA, Co-teacher, or Teacher to see all the students, they must be enrolled into every section that contains students. It is possible to enroll them into all sections in a single pass.

Net-ID: Role: Section:

After the TAs, support staff, and Co-Teachers are added to each enrollment section, it may look something like this in the Manage People list:

Sections	
Co teacher	Case Studies in Event Management (Co-Teacher)
	Section 2 (Co-Teacher)
	Section 2 (Co-Teacher)
	Section XW (Co-Teacher)
Support staff	Case Studies in Event Management (Designer)
	Section 2 (Designer)
	Section 2 (Designer)
	Section XW (Designer)
TA #1	Case Studies in Event Management (TA)
	Section 2 (TA)
	Section 2 (TA)
	Section XW (TA)

Further corrections in Manage People:

After adding the non-student participants (TAs, Co-teacher, Designer) to the student sections, you can remove them from the original default section by clicking the  by that section in each person’s enrollment listing on the People page. This is not necessary but may reduce confusion with some tools.