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.

Have both documents? YES

- Is the requested role Observer? YES
  - Department that initiated the course must request that the instructor be added to the course in Joe's. This is filed through the Registrar’s office and sent to Canvas via the backend.
- Is the requested role Observer? NO
  - Does the non-S&T instructor have a S&T Canvas account? YES
    - Request that the Canvas admin create an account in canvas.mst.edu using non-S&T instructor’s host user id.
  - Is the requested role Observer? NO
    - 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’s.

Add non-S&T instructor to requested Canvas course with role of Observer.

Non-S&T instructor added to course.