Canvas: Requests to be Added to a Course

Summary

Courses at Yale SOM are hosted on Canvas, a learning management system (LMS) supported by Yale University, SOM and the Center for Teaching and Learning. Use this article to learn about the process for handling different types of requests to be added to a course in Canvas.

Information

- Faculty Support Staff Requests can be redirected to Lacey D'Amato, Heather Amero or Justine Jarvie
- FSS will still need to contact SOMIT to be added to cross-listed courses and PhD courses. Tier 2 staff can complete this action or contact CTL to complete
- Student Requests need to be forwarded to somregistrar@yale.edu
- The instructor, TAs, or Sub account admins for the course can add an auditor by following these steps: http://help.canvas.yale.edu/m/55452/l/649329-how-do-i-add-users-to-my-course
- If a FSS member would like to be added to a past course, you will need to change the end date and choose to override term availability settings.

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