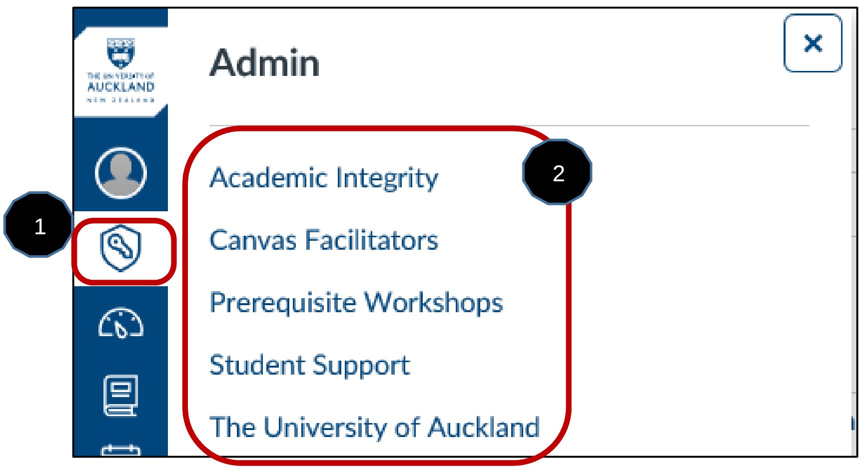
Faculty Administrator Role

- A Faculty Administrator Role is generally assigned to staff who manage Canvas course sites on behalf of teachers.
- There are only five Faculty administrators assigned to each Faculty.
- Administrator roles are approved by the Faculty Director of Operations.

Faculty administrators will see an Admin icon in the global navigation bar in Canvas.

Click on the admin icon [1] to display the accounts [2] assigned to you as an administrator. These will normally be Faculty accounts.



Faculty Administrator Permissions

Faculty administrators can:

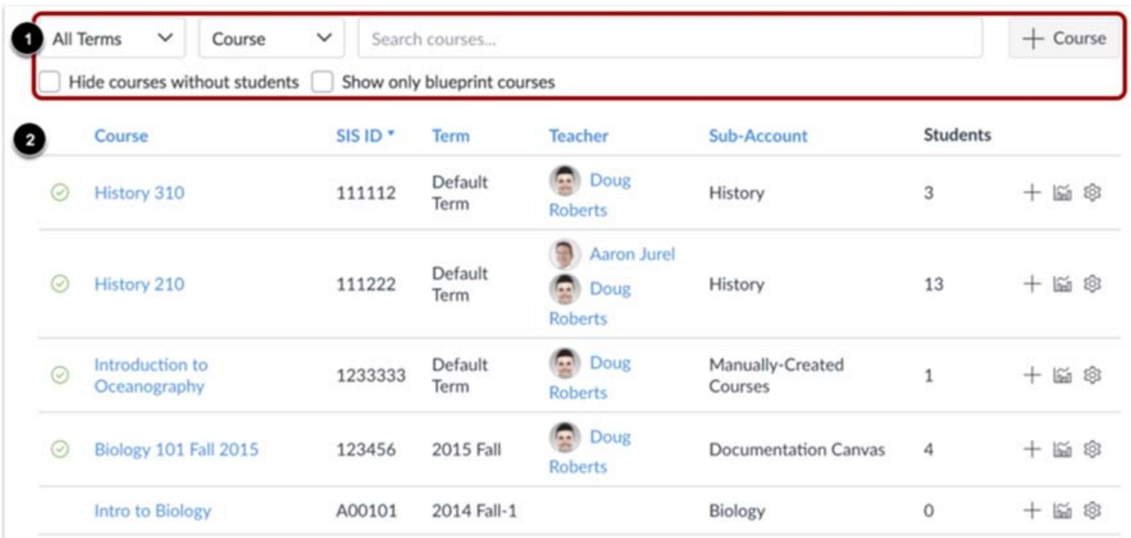
- Manage courses and add people to courses (p.2).
- create course content, course events, assignments (p.3).
- create learning outcomes (p. 3).
- create rubrics (p. 3).
- create question banks (p. 4).
- view course statistics and analytics (p. 5).
- run reports (P. 6).

See also: [Comparison chart of Canvas permissions for University of Auckland Canvas roles]

View courses

Click on an account to view all courses in that account.

Use the search and filter functionality [1] at the top of the page to find a specific course or click on a column heading [2] to sort by that criteria.

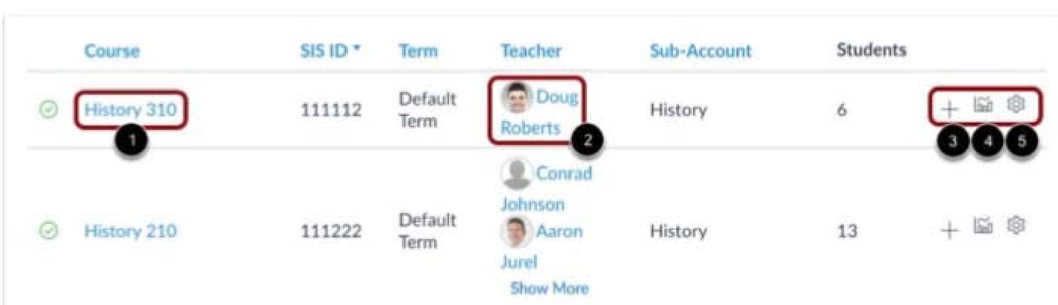


Manage courses

Click on a course [1] to open it.

Click on a teacher's name [2] to view details about that teacher.

Use the quick access bar to add a user to the course [3]. View course statistics [4] or view the course settings [5].



See also: [How do I use the Course page in an account?]()

Create course content, course events, assignments

Faculty administrators only need direct access to a course if they need to assist with Turnitin assignments.

For information about creating and adding content instructors should be referred to the Canvas Resources website.

Learning outcomes

Outcomes can be created at the account, sub-account or course level.

Outcomes can also be included in assignment rubrics.

Outcomes can be included in assignment rubrics as an easy way to assess mastery of outcomes aligned to specific assignments. When you define a learning outcome, you should also define a criterion that can be used when building assignment rubrics

For more information on Outcomes see: What are outcomes?

Rubrics

Faculty administrators can create rubrics for instructors to use across the account. Instructors can add these account-level rubrics to their assignments, discussions and quizzes.

Click on Rubrics in the account navigation toolbar.

Click on + Add rubric

Give the Rubric a Title [1].

Enter criterion [2] , ratings [3] and points [4].

Find Outcomes [5] if required.

Click on 

See also: [How do I manage rubrics in an account?]

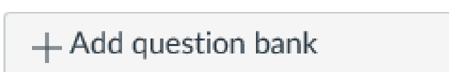
Create question banks

Faculty administrators can create account level Question Banks that can be used within quizzes for all the courses in their account.

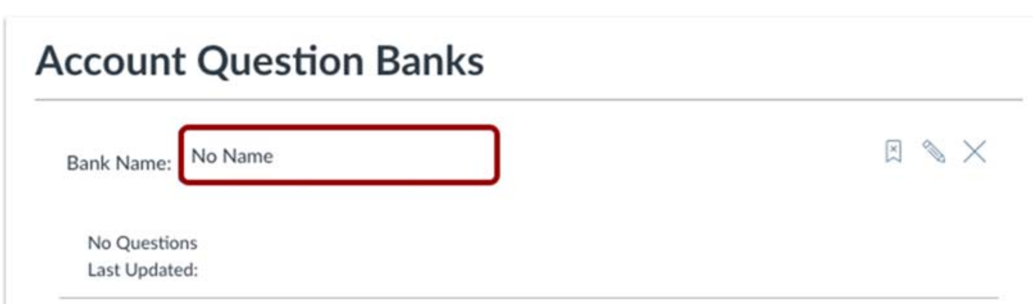
Once created question banks can be deleted, edited, or bookmarked for easy access.

Click on 

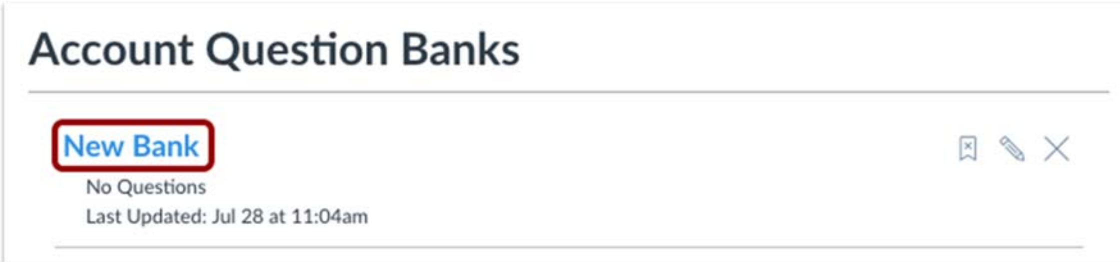
in the account navigation toolbar.

Click on 

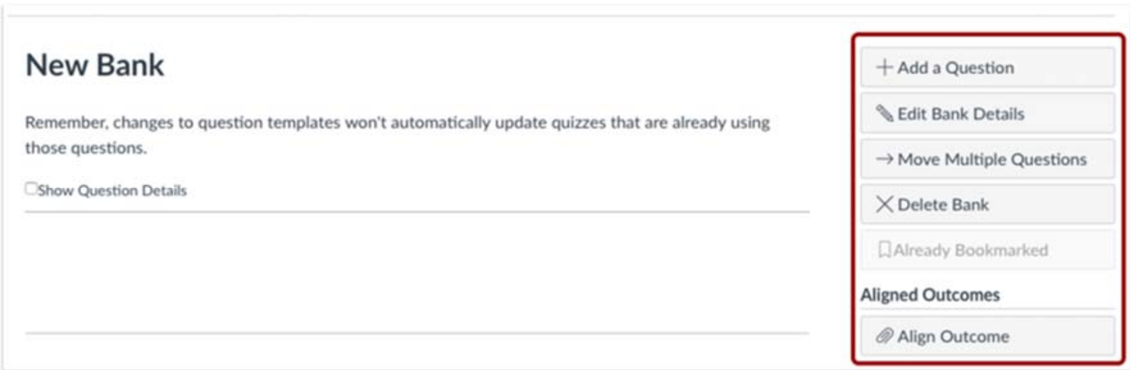
Add a title.



Click on the Question Bank to open.



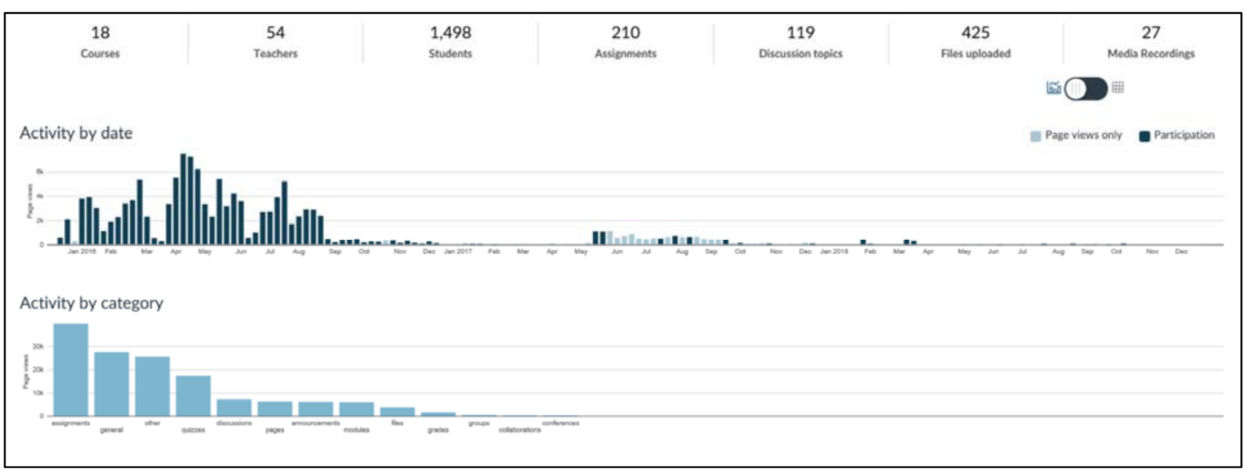
Add content.



See also: [How do I create a question bank in an account?]()

View course statistics/analytics

Click on Analytics in the account navigation menu to view aggregate data for all course activity in your account, including an overview of the number of courses and users and the activity types with which users engage.



Course analytics for individual courses can be viewed by opening the course and clicking on View Course Analytics

See also: [How do I view account analytics?]()

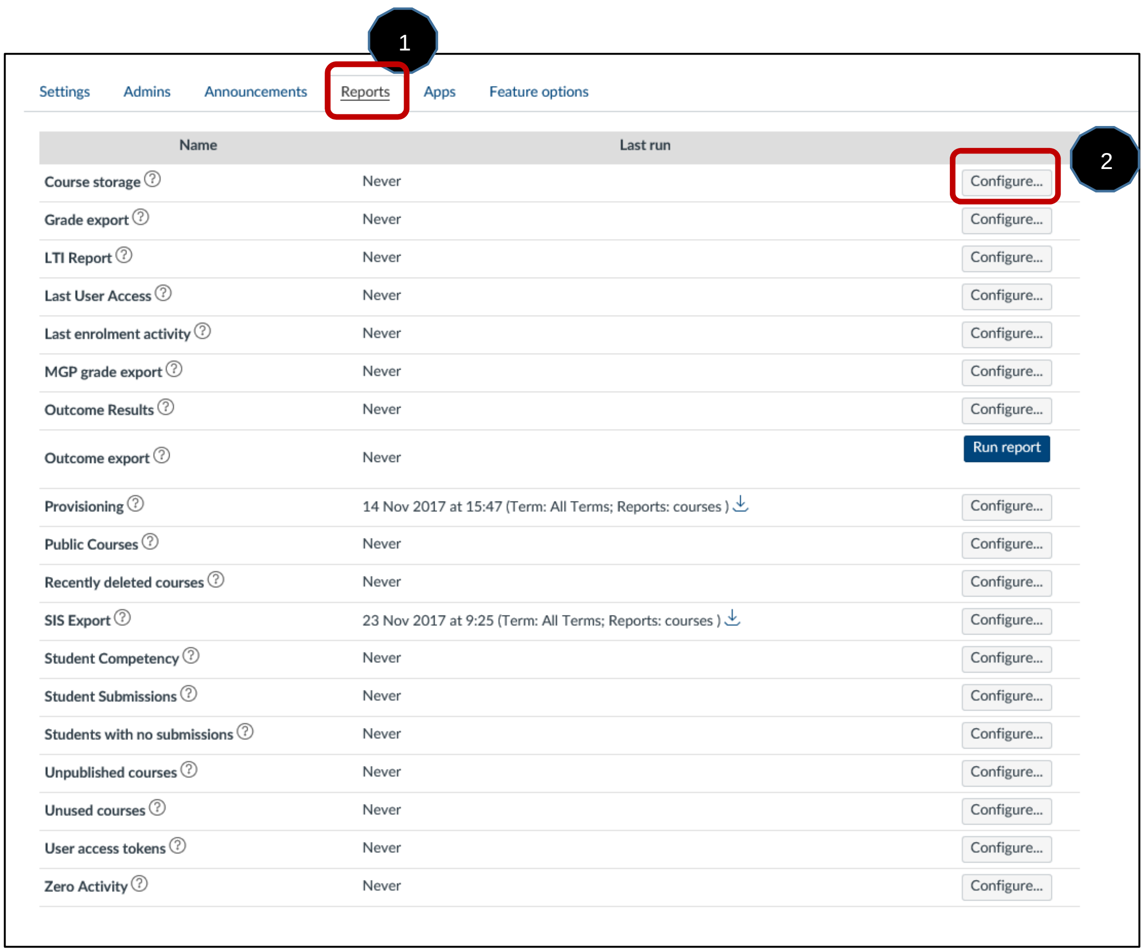
Reports

Faculty administrators have access to Canvas reports that can be used to review account data.

General reports

Click on Settings in the account navigation toolbar.

Click on the Reports [1] tab then on Configure [2].



UoA Toolbox reports

There are also two reports available in the **UoA Toolbox**.

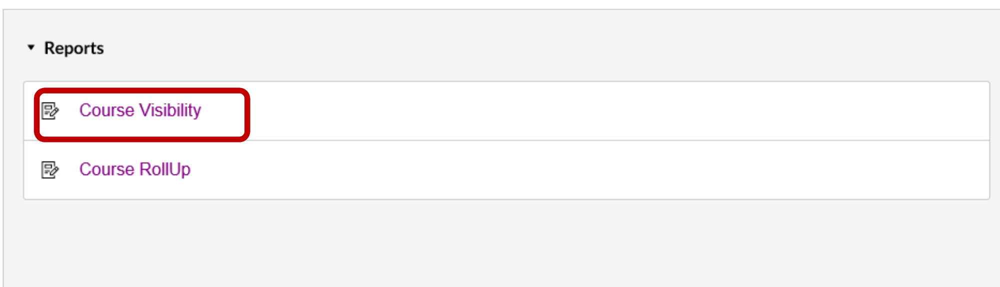
Course Visibility: This report is for faculties who choose to make their Syllabus page publicly visible. The setting has to be changed per course and this report gives an overview of all courses in the account along with whether this setting is set to Public or not.

Course RollUp: This report gives administrators an overview of all courses and the number of staff and student rolls added to the course. This can identify courses which have student enrolment but no allocated staff.

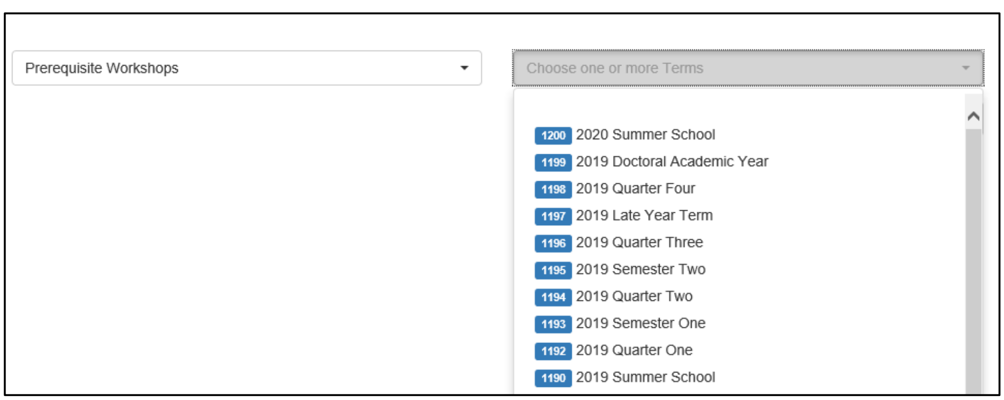
Click on 

in the account navigation toolbar.

Click on the required report (in this case Course Visibility).

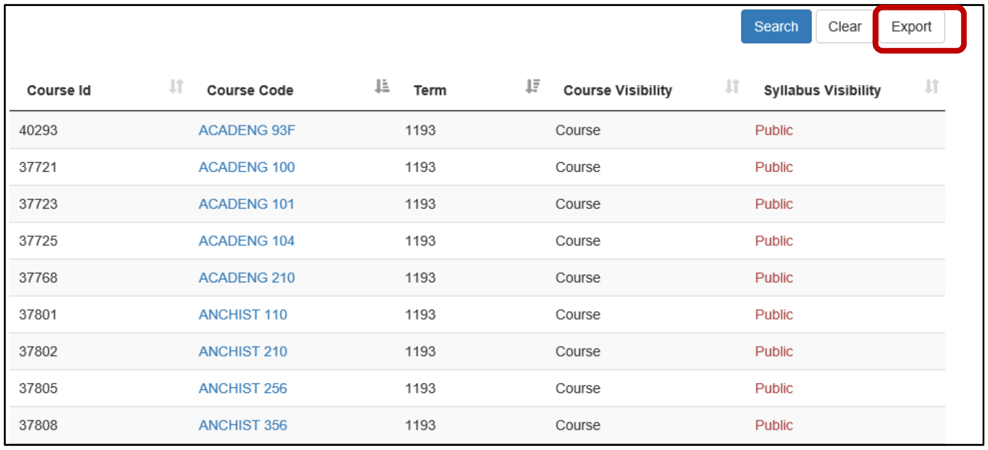


Filter using the options provided.



Click on 

Course details will display and can be exported into an excel spreadsheet if required.



Course Id	Course Code	Term	Course Visibility	Syllabus Visibility
40293	ACADENG 93F	1193	Course	Public
37721	ACADENG 100	1193	Course	Public
37723	ACADENG 101	1193	Course	Public
37725	ACADENG 104	1193	Course	Public
37768	ACADENG 210	1193	Course	Public
37801	ANCHIST 110	1193	Course	Public
37802	ANCHIST 210	1193	Course	Public
37805	ANCHIST 256	1193	Course	Public
37808	ANCHIST 356	1193	Course	Public

See also: [How do I view reports for an account?]

Need more help?

For additional assistance with Canvas see: https://www.canvas.ac.nz/resources/ or email staffservice@auckland.ac.nz