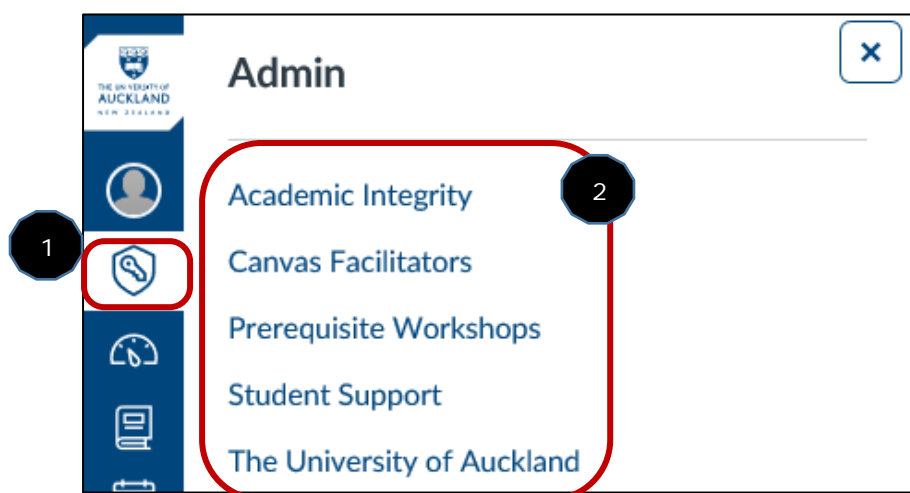


Faculty Administrator role

- 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.

The screenshot shows the 'View courses' interface. At the top, there is a search and filter bar with a dropdown menu for 'All Terms', a dropdown for 'Course', a search input field, and a '+ Course' button. Below the search bar are two checkboxes: 'Hide courses without students' and 'Show only blueprint courses'. The main content is a table with the following columns: Course, SIS ID, Term, Teacher, Sub-Account, and Students. The table lists five courses: History 310, History 210, Introduction to Oceanography, Biology 101 Fall 2015, and Intro to Biology. Each course row has a green checkmark, a plus sign, a bar chart icon, and a gear icon. A red box highlights the search and filter bar, and a black circle highlights the 'Course' column heading.

Course	SIS ID	Term	Teacher	Sub-Account	Students
History 310	111112	Default Term	Doug Roberts	History	3
History 210	111222	Default Term	Aaron Jurel Doug Roberts	History	13
Introduction to Oceanography	1233333	Default Term	Doug Roberts	Manually-Created Courses	1
Biology 101 Fall 2015	123456	2015 Fall	Doug Roberts	Documentation Canvas	4
Intro to Biology	A00101	2014 Fall-1		Biology	0

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].

The screenshot shows the 'Manage courses' interface. It features a table with columns: Course, SIS ID, Term, Teacher, Sub-Account, and Students. The 'History 310' row is highlighted with a red box around the course name. The teacher's name 'Doug Roberts' is also highlighted with a red box. To the right of the 'Students' column for 'History 310', there is a quick access bar with three icons: a plus sign, a bar chart, and a gear. These icons are highlighted with three black circles. The 'History 210' row is also visible below.

Course	SIS ID	Term	Teacher	Sub-Account	Students
History 310	111112	Default Term	Doug Roberts	History	6
History 210	111222	Default Term	Conrad Johnson Aaron Jurel Show More	History	13

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  in the account navigation toolbar.

Click on 

Give the Rubric a Title [1].

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

Find Outcomes [5] if required.

Account rubrics **Learning mastery**

Title: Key Rubric

Criteria	Ratings	Pts
Clarity Clearly articulates key theses and supporting arguments Range <input type="checkbox"/>	5 Pts Full marks + 0 Pts No marks	5
+ Criterion Find outcome		

Total points: 5

Cancel Create rubric

Create rubric

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.

Question banks

Click on in the account navigation toolbar.

+ Add question bank

Click on

Add a title.

Account Question Banks

Bank Name: No Name

No Questions
Last Updated:

Click on the Question Bank to open.

Account Question Banks

New Bank
No Questions
Last Updated: Jul 28 at 11:04am

🔖 ✎ ✕

Add content.

New Bank

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

- + Add a Question
- ✎ Edit Bank Details
- Move Multiple Questions
- ✕ Delete Bank
- 🔖 Already Bookmarked

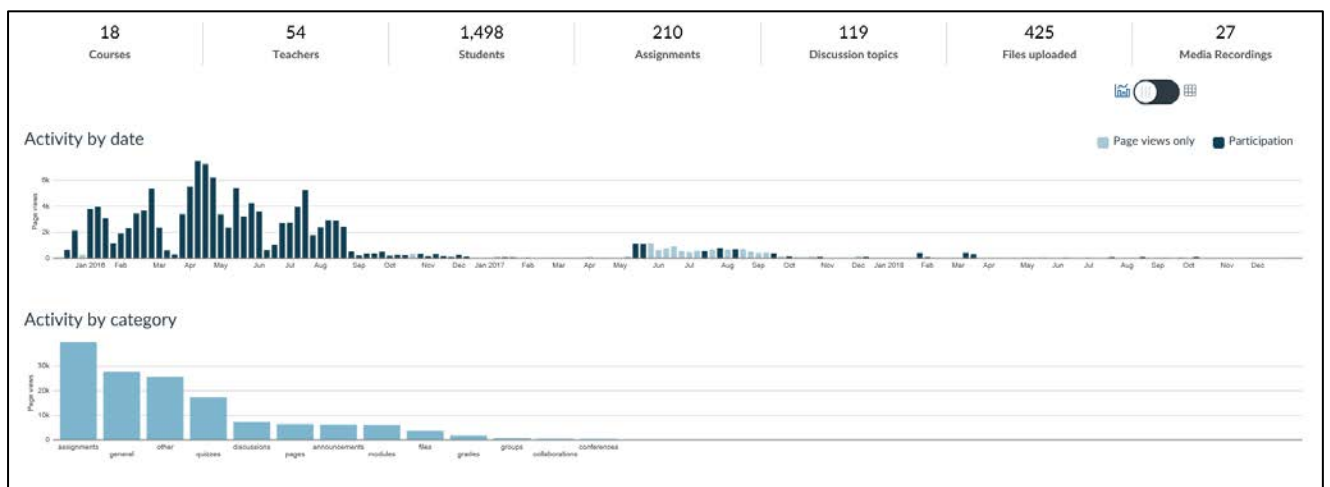
Aligned Outcomes

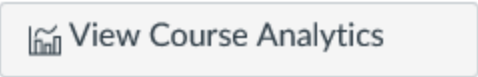
- 🔗 Align Outcome

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 

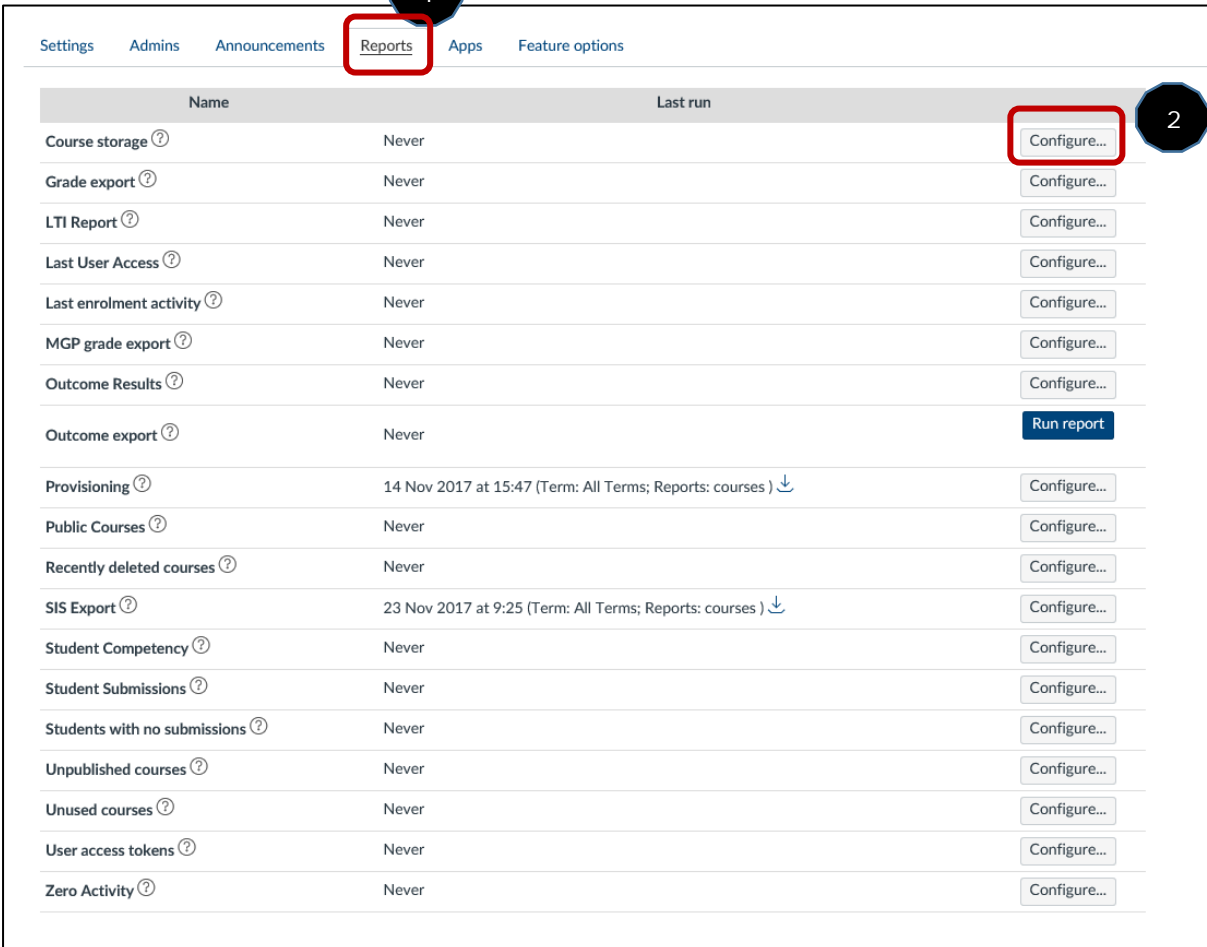
See also: [How do I view account analytics?](#)

Reports tab

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

Click on  in the account navigation toolbar.

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



Name	Last run	
Course storage [?]	Never	Configure...
Grade export [?]	Never	Configure...
LTI Report [?]	Never	Configure...
Last User Access [?]	Never	Configure...
Last enrolment activity [?]	Never	Configure...
MGP grade export [?]	Never	Configure...
Outcome Results [?]	Never	Configure...
Outcome export [?]	Never	Run report
Provisioning [?]	14 Nov 2017 at 15:47 (Term: All Terms; Reports: courses) [↓]	Configure...
Public Courses [?]	Never	Configure...
Recently deleted courses [?]	Never	Configure...
SIS Export [?]	23 Nov 2017 at 9:25 (Term: All Terms; Reports: courses) [↓]	Configure...
Student Competency [?]	Never	Configure...
Student Submissions [?]	Never	Configure...
Students with no submissions [?]	Never	Configure...
Unpublished courses [?]	Never	Configure...
Unused courses [?]	Never	Configure...
User access tokens [?]	Never	Configure...
Zero Activity [?]	Never	Configure...

UoA Toolbox

Reports

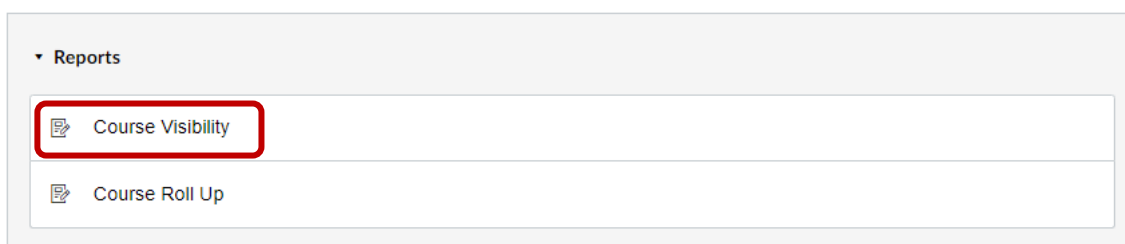
There are two reports available in the **UoA Toolbox**.

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.

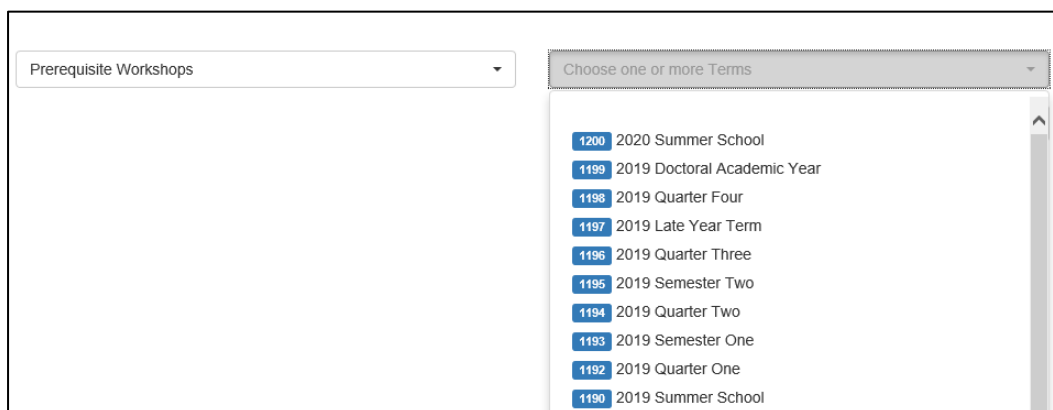
Course Roll Up: This report gives administrators an overview of all courses and the number of staff and student rolls added to the course. This can identify courses which have student enrolment but no allocated staff.

Click on UoA Toolbox in the account navigation toolbar.

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



Filter using the options provided.



Click on Search

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?](#)


Utilities

Faculties can use the **Recording Management** utility to review and manage publishing status for lecture recordings in an account.





Filter using the options provided.

The image shows a screenshot of a filter interface. On the left, there is a dropdown menu with "Engineering" selected. Below it is a text input field labeled "Course" with the placeholder text "Enter one or more Course Identifiers, separated by comm". On the right, there is a dropdown menu labeled "Choose one or more Terms" which is open, showing a list of terms with blue selection buttons next to them. The terms listed are: 1203 2020 Semester One, 1201 2020 Variable Term, 1200 2020 Summer School, 1199 2019 Doctoral Academic Year, 1198 2019 Quarter Four, 1197 2019 Late Year Term, 1196 2019 Quarter Three, 1195 2019 Semester Two, 1194 2019 Quarter Two, 1193 2019 Semester One, 1192 2019 Quarter One, 1191 2019 Variable Term, and 1190 2019 Summer School.


Click on 

Select a course to adjust publishing settings

Engineering ▼ 1195 ▼

Course Choose one or more Stages ▼  

Search:

CIVIL 211: Structures and Design 1 
2019 Semester Two

Section Name	Publish to students automatically	When recordings will be auto published (hours)
CIVIL 211 Lecture L01C	<input checked="" type="checkbox"/>	72 (Default) ▼
CIVIL 211 Tutorial T01C	<input type="checkbox"/>	72 (Default) ▼
CIVIL 211: Structures and Design 1	<input type="checkbox"/>	72 (Default) ▼

Changes will be saved automatically

Need more help?

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