MPS Canvas Teacher Requests

Courses and Content | User Management | Canvas Help

Courses and Content		
Form	**Description**	**Process Time**
Canvas Help	Please fill out this form if you don't know where else to go for help.	24-48 hours
Canvas Course Request	Request a Sandbox Course, PLC, Blueprint, and Open to the Public Course ● **Sandbox courses are for individual use.** ● **PLC Courses created through this form are for Teacher Collaboration.** ● **Blueprint courses are for Professional Learning courses offered to the District.** ● **Open to the Public Course (MOOC)**	24-48 hours
Cross-List Canvas Course Request	Combine multiple Canvas Courses into one course space. *The form combines two courses at a time and can be submitted more than once if needed. Not recommended for combining multiple teacher courses. Use the add teacher observer form*	Automated
Edit Section Names	Request for the **sections** in your Canvas course to be renamed from the default period number to something more meaningful to you. Course names are determined by Synergy and will not be changed.	24-48 hours

	MPS Canvas Course Templates	View and copy course templates into your Canvas course space to modify and use.	Automated
	MPS Canvas Curriculum Repository	Copy created course content into your Canvas course. **Elementary Content available** includes Savvas Math Curriculum, K-6 Science and Social Studies content, 6-8 BioConnect, and Awesome Lab. **Secondary Content available** includes Savvas Math, Science Bioconnect, Collections, and Awesome Lab	Automated
	PLC Course Access	PLC Sign Up Forms: ● Into Literature (6-8th ELA) ● World Languages	Automated
	Canvas Course Reset	Resetting a course gives you a blank course space. You will receive a new Canvas Course ID and a new course space. You will not have access to any previous work created in the course you are resetting. The Canvas Course Reset is an automated form that only works on PLC and Sandbox courses. *If you need a K12 or Professional Learning Course reset, please contact canvas@mpsaz.org.*	Automated

User Management

Form	Description	Process Time

	Add Instructor to a Canvas Course	Request to add an instructor to the course who has **full edit/teacher permissions**. *The requestor **must** be an instructor in the course to complete this form. If the instructor of the course is unable to complete the form, [contact your Ed Tech Coach.](.)*	Automated
	Add Teacher Observer to a Canvas Course	Request to give **view only and grade** permissions to another teacher in a Canvas Course.	Automated
	Add a MPS Staff as Student to Course	Request to add a MPS staff member to a Canvas Course. This will work for any course, except for GROW courses and Blueprints.	Automated
	Bulk Upload of MPS Staff to PLC Course as Student	Request to add staff members as students to PLC courses. This is an automated form that will add people with an @mpsaz.org email address into PLC courses.	Automated
	Teacher Removal from a Course	Use this form to remove yourself or another person with the **teacher role** from a Canvas PLC or Sandbox course. This form only removes people in the Teacher or TeacherObserver role. If you need to remove a person in a *student* role please use this [form]().	Automated

	Remove MPS Staff as a Student from a course	Removes staff who have been added in the **student role** for a course. This is an automated form that will remove people with an @mpsaz.org email address.	Automated
	GROW Course Clean Up Form	This form is to request that participants who have dropped a GROW Course to be removed from the associated Canvas course.	24-48 hours

Canvas Help

Form	Description	Process Time
Canvas User Group on Teams	Join the Canvas User Group to learn about the newest Canvas updates, ask questions, receive support and collaborate about all things Canvas.	24-48 hours
Canvas Resource Course Access	Request to be added to the MPS Canvas Resource course.	Automated

[IDaTS Requests](#)