



Rogier Windhorst <rogier.windhorst@gmail.com>

Re: Canvas For TA's

1 message

Evrin Gulser <egulser@asu.edu>

Tue, Aug 15, 2023 at 1:40 PM

To: Isabel McIntyre <iamcinty@asu.edu>

Cc: Ashley Herbst <akherbst@asu.edu>, Elliot Mares-Manton <emaresma@asu.edu>, Katherine Elder <kat.elder@asu.edu>, Laura Pang <lpang9@asu.edu>, Logan Conrad <lrconra1@asu.edu>, Rogier Windhorst <rogier.windhorst@gmail.com>, Zachary Carpenter <zhcarpen@asu.edu>

Hi all,

I'm cc'ing everyone to this email so you can see the process as well. Laura (or anyone else that knows how to do this), feel free to correct me if I'm wrong about anything. Hopefully this is useful for you all. We can also go over this in person next week.

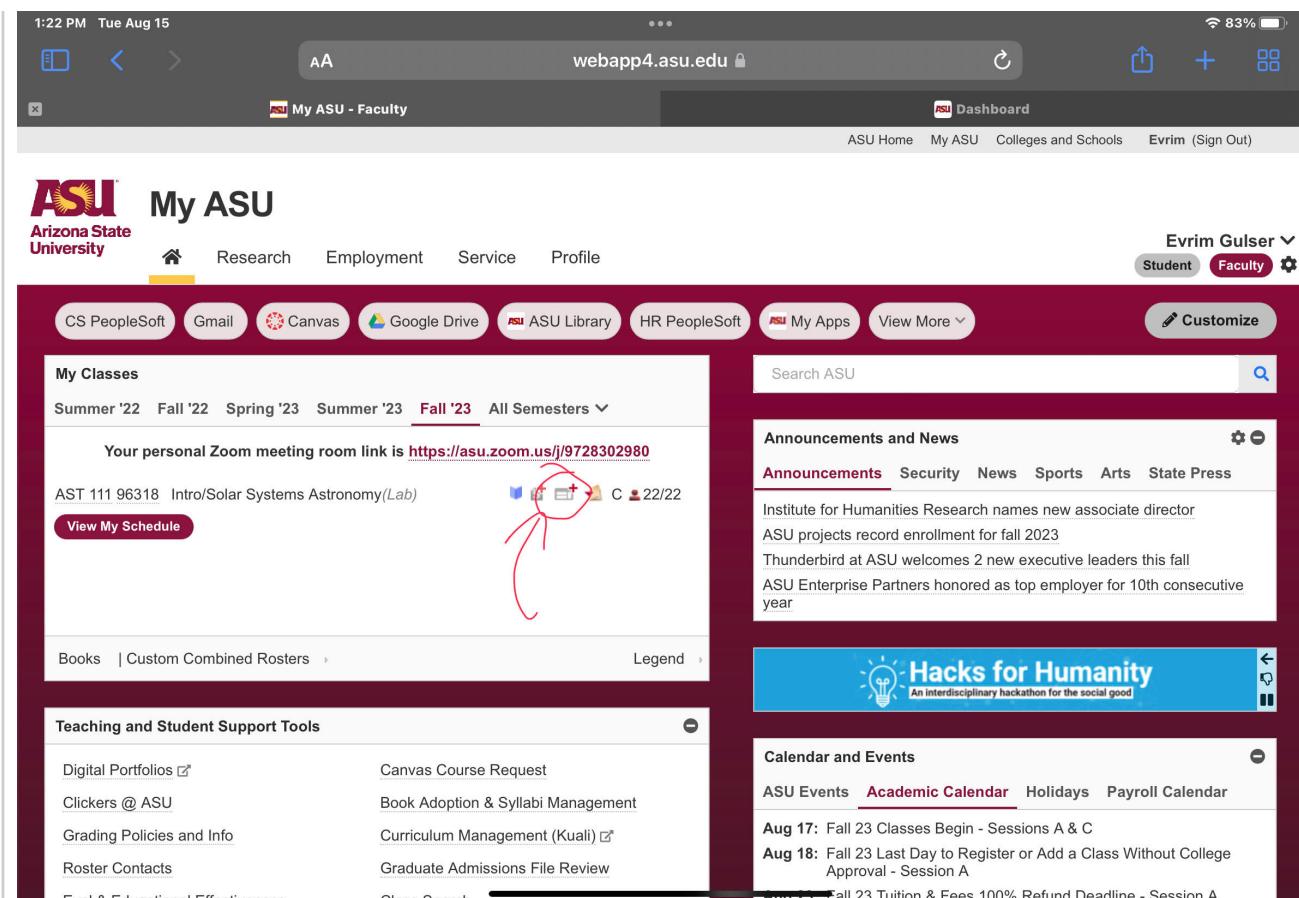
-Evrin

On Tue, Aug 15, 2023 at 1:35 PM Evrin Gulser <egulser@asu.edu> wrote:

Hi Isabel!

Thank you for reaching out! This is a bit lengthy to explain, so bare with me for a second:

The first step is to navigate to your faculty page on MyASU. From there, click on a little icon to create a class resource in Canvas:



1:22 PM Tue Aug 15

My ASU - Faculty

ASU Dashboard

ASU Home My ASU Colleges and Schools Evrim (Sign Out)

ASU My Apps

CS PeopleSoft Gmail Canvas Google Drive ASU Library HR PeopleSoft My Apps View More Customize

My Classes

Summer '22 Fall '22 Spring '23 Summer '23 Fall '23 All Semesters

Your personal Zoom meeting room link is <https://asu.zoom.us/j/9728302980>

AST 111 96318 Intro/Solar Systems Astronomy(Lab)

View My Schedule

Books | Custom Combined Rosters Legend

Teaching and Student Support Tools

Digital Portfolios Canvas Course Request

Clickers @ ASU Book Adoption & Syllabi Management

Grading Policies and Info Curriculum Management (Kuali)

Roster Contacts Graduate Admissions File Review

Eval & Educational Effectiveness Class Search

Announcements and News

Announcements Security News Sports Arts State Press

Institute for Humanities Research names new associate director

ASU projects record enrollment for fall 2023

Thunderbird at ASU welcomes 2 new executive leaders this fall

ASU Enterprise Partners honored as top employer for 10th consecutive year

Hacks for Humanity An interdisciplinary hackathon for the social good

Calendar and Events

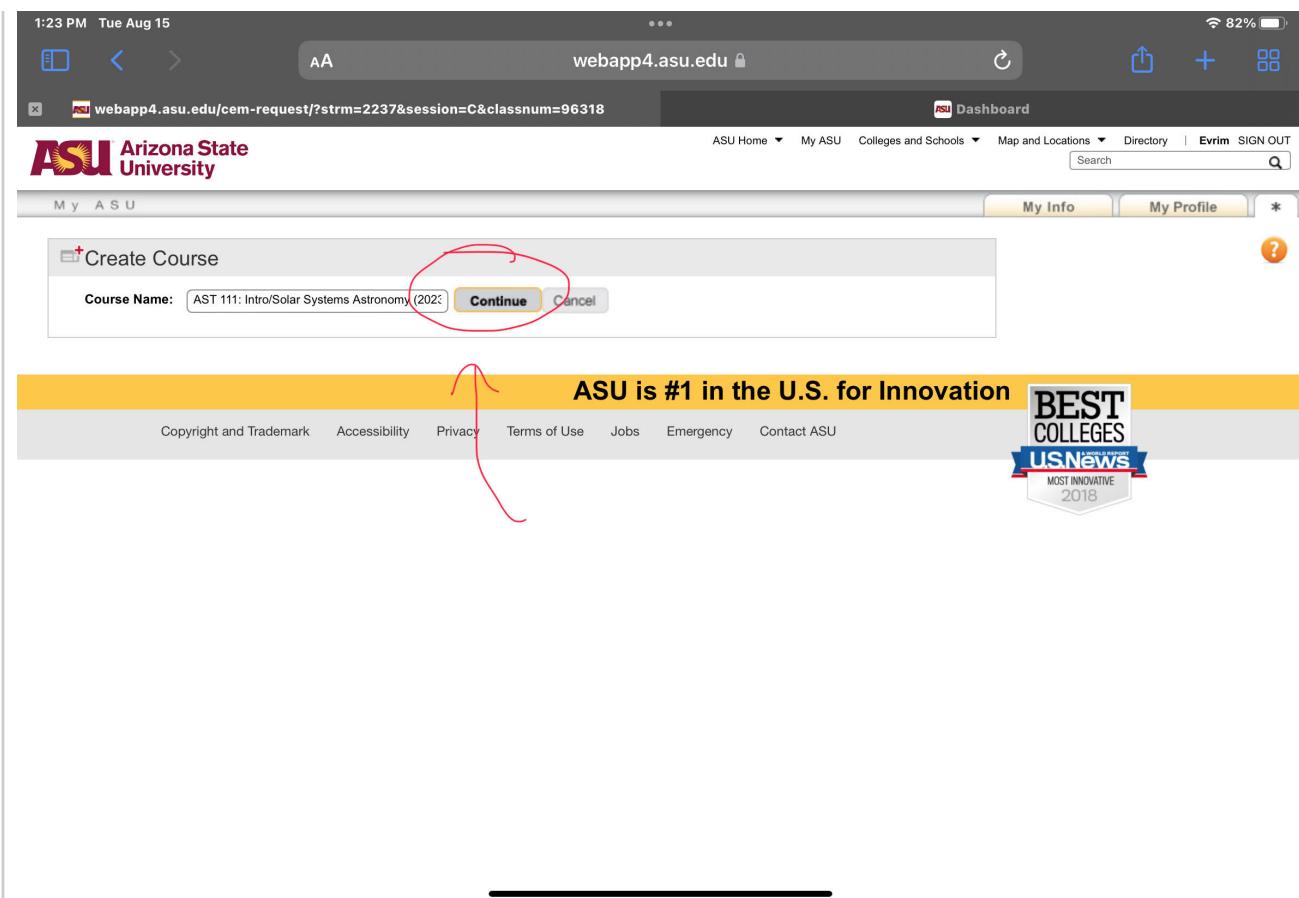
ASU Events Academic Calendar Holidays Payroll Calendar

Aug 17: Fall 23 Classes Begin - Sessions A & C

Aug 18: Fall 23 Last Day to Register or Add a Class Without College Approval - Session A

Aug 23: Fall 23 Tuition & Fees 100% Refund Deadline - Session A

From there it should take you to this page. Click on the following:



The name should be auto filled. If it isn't, you can copy what mine says above. You should now be faced with the following screen:

Since I already have a Canvas class from last semester, I can copy the contents over from there and change it up a bit to match what I need this time around. For you, you'll probably have to start from scratch. I don't know what goes into that, but I don't imagine it's super different than the next few steps. Assuming it doesn't change anything, you should now be faced with this screen:

1:25 PM Tue Aug 15

webapp4.asu.edu

Arizona State University

ASU Home My ASU Colleges and Schools Map and Locations Directory Evrin SIGN OUT

Search

My ASU My Profile *

Create Course

Class	Class #	Section	Title	Component	Seats	Class Roster	Days and Time	Room
AST 111	96318	2006	Intro/Solar Systems Astronomy	Laboratory	22	View	W 8:30 PM–11:00 PM	TEMPE - PSH460

Your Canvas class will be available to students on **08/14/2023**.

Note: If you would like your course to be available at a date other than what is displayed above, please enter your desired date that you wish the students to have access to your course in the **Sync Date** section later in the request.

You have copied content from a previous course

Term: **2023**

Course: **AST 112 Intro Stars, Galaxies & Cosmo (2023 Spring, Monday)**

Instructor / TA Information

Assign roles as needed.

Rogier Windhorst	<input checked="" type="radio"/> Add as Instructor	<input type="radio"/> Add as TA	<input type="checkbox"/> Delete
Evrin Gulser	<input type="radio"/> Add as Instructor	<input checked="" type="radio"/> Add as TA	<input type="checkbox"/> Delete

[Add Instructor\(s\) or TA's](#) Or [Continue to next step](#) [Previous Step](#) [Cancel](#)

ASU is #1 in the U.S. for Innovation

Copyright and Trademark Accessibility Privacy Terms of Use Jobs Emergency Contact ASU

BEST COLLEGES
USNews
MOST INNOVATIVE 2018

It should auto fill the instructor and TA name. If it doesn't, add instructors or TAs using the appropriately named button at the bottom. You should now be here:

1:25 PM Tue Aug 15

82% 

My ASU [My Info](#) [My Profile](#) *

[Create Course](#) 

Class	Class #	Section	Title	Component	Seats	Class Roster	Days and Time	Room
AST 111	96318	2006	Intro/Solar Systems Astronomy	Laboratory	22	View	W 8:30 PM–11:00 PM	TEMPE - PSH460

Your Canvas class will be available to students on **08/14/2023**.

Note: If you would like your course to be available at a date other than what is displayed above, please enter your desired date that you wish the students to have access to your course in the *Sync Date* section later in the request.

You have copied content from a previous course

Term: **2023**

Course: **AST 112 Intro Stars, Galaxies & Cosmo (2023 Spring, Monday)**

Instructor / TA Information

You have assigned the following roles.

Rogier Windhorst	Instructor
Evrin Gulser	TA

Student Start Sync Date

mm/dd/yyyy
08/14/2023

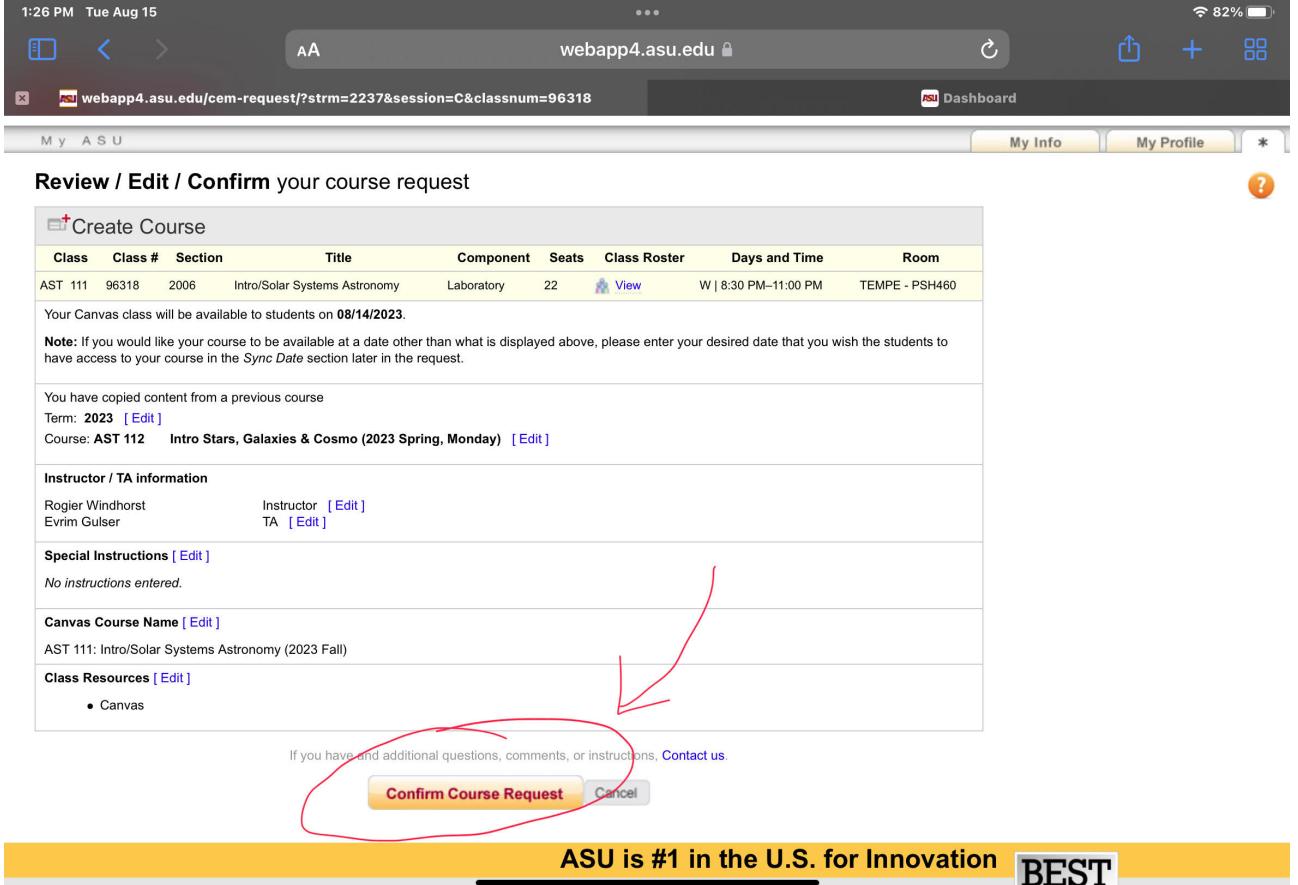
Special Instructions (Optional)

Leave any instructions for the course administrator. Example: if you were unable to specify any details for your course, you may enter them here.

[Continue to next step](#) [Previous Step](#) [Cancel](#)

ASU is #1 in the U.S. for Innovation 

Depending on when you want students to see the class, you can change the date. I didn't bother, since they won't be able to see any of the modules anyway (the dates are all for Spring in my case). By clicking "Continue to next step" you should navigate here:



Review / Edit / Confirm your course request

Create Course

Class	Class #	Section	Title	Component	Seats	Class Roster	Days and Time	Room
AST 111	96318	2006	Intro/Solar Systems Astronomy	Laboratory	22	View	W 8:30 PM–11:00 PM	TEMPE - PSH460

Your Canvas class will be available to students on **08/14/2023**.

Note: If you would like your course to be available at a date other than what is displayed above, please enter your desired date that you wish the students to have access to your course in the **Sync Date** section later in the request.

You have copied content from a previous course

Term: 2023 [\[Edit\]](#)
 Course: AST 112 Intro Stars, Galaxies & Cosmo (2023 Spring, Monday) [\[Edit\]](#)

Instructor / TA information

Rogier Windhorst	Instructor [Edit]
Evrim Gulser	TA [Edit]

Special Instructions [\[Edit\]](#)
No instructions entered.

Canvas Course Name [\[Edit\]](#)
 AST 111: Intro/Solar Systems Astronomy (2023 Fall)

Class Resources [\[Edit\]](#)

- Canvas

If you have any additional questions, comments, or instructions, [Contact us](#).

Confirm Course Request [Cancel](#)

ASU is #1 in the U.S. for Innovation **BEST**

Then just click that button at the bottom. Hopefully, that's all you need to do. Sometimes it takes a second to populate into Canvas, but you should see it there within the hour you submit the request.

I hope this helped!

-Evrim

On Tue, Aug 15, 2023 at 1:05 PM Isabel McIntyre <iamcinty@asu.edu> wrote:

Hello!

This is Isabel McIntyre, one of the AST111 TA's. Rogier and I were trying to figure out Canvas access and he suggested I ask you how to make sure I have access to my sections' Canvas pages? When I open the same Canvas page I use for the classes I'm enrolled in, I don't see my sections, and I haven't been able to find them in the Staff section of My ASU either. I was wondering if you knew if those were the right places to look, or if I should be looking somewhere else to see if I have access to them? Thanks so much!

Best,
 Isabel

--
 Isabel McIntyre (they/them)
 Astrophysics PhD Student
 School of Earth and Space Exploration

Arizona State University

--

Evrim GÜLser

President, Astronomy Club at ASU

B.S. Mathematics & Physics with a minor in Astronomy

--

Evrim GÜLser

President, Astronomy Club at ASU

B.S. Mathematics & Physics with a minor in Astronomy