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| **Canvas** **Development (Z-Dev), ASC, RES or PRAC****Course Request Form** |  |

Course Criteria 1, 2

Defined: a) A **Development Course (Z-DEV)** is a blank shell used only for DEVELOPMENT. The development course shell is requested by the instructor for an official course. Only instructors are enrolled in Development courses (never students).

b) **Academic Support Course (ASC)** is a course that supports an academic program, for which no official course credit or grade is earned by the students.

c) **Residency (RES)** is a course that supports a Residency program.

d) **Practice Course (PRAC)** is a course used by Faculty and Staff to learn the functions of Canvas. Students are never enrolled in Practice Courses.

 1 Canvas training is required for Instructor or TA role.

 2 A university domain Account is required for access to Canvas.

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| **Provide course, school, contact and instructor information** |
| Term Course Offered (i.e., summer 2022 and Fall 2022): | (If Z-Dev request) Prefix and Course No. (i.e., ELEC 5001): |
|  |  |
| Course Title \*: |  |
| \*Development courses will begin with Z-DEV plus (optional-term/year) course name/number. Course directors will work in the Z-DEV course until official course shell is created (approximately 1-3 weeks prior to semester start).Z-DEV courses will be created as a blank shell. |
| School (Select one): |  |  |  |  |  |  |  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dental School | Medical School | School of Nursing | School of Health Professions | Graduate School | Resident | School of Public Health |
| Department: |  |
| Course Director/Coordinator | Employee Number | Contact No.: | Email: | Trained? |
|  |  |  |  | @uthscsa.edu |  | Y |  | N |
| Additional Instructor(s), optional:  |
|  |  |  |  | @uthscsa.edu |  | Y |  | N |
|  |  |  |  | @uthscsa.edu |  | Y |  | N |
|  |  |  |  | @uthscsa.edu |  | Y |  | N |
| Contact your Canvas Education Development Specialist for training. Completion of the *Canvas Proficiency Quiz* is required. *Canvas Proficiency Quiz* is located in [UT LEARNS](https://uthealthsa.sharepoint.com/HR/Pages/Training-%26-Development.aspx)  |
| **2. Provide Authorized signature(s): Typed Signatures are acceptable, provided Course Director/Coordinator and Dean/Chair is cc’d on the submission email.** |
| Course Director/Coordinator: |  | Date: |  |
| Department Chair/Dean: |  | Date: |  |
| **3. Submitting Instructions** |
| Submitting Instructions: Save this completed form. Email this completed form to BSSACT to TDX.edu  and cc the Registrar(LMS) office RegistrarLMS@uthscsa.edu |

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| **{****Ctrl} Click here** | to generate the email message with required addresses - add Instructor, Director and Chair email addresses as needed (REMEMBER: attach this completed form to the email) |

Please allow 5 business days for processing. Sept 2022