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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): | | | | | | | | | | | | | |
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| 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-&-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](mailto:bssact2tdx@uthscsa.edu?subject=Canvas%20Courses%20Request&cc=registrarLMS@uthscsa.edu&body=Reminder:%20attach%20Canvas%20Courses%20Request%20Form%20to%20this%20email%20before%20Clicking%20SEND.)  and cc the Registrar(LMS) office [RegistrarLMS@uthscsa.edu](mailto:RegistrarLMS@uthscsa.edu) | | | | | | | | | | | | | | | | | | | | | | | |

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| **{**[**Ctrl} Click here**](mailto:bssact2tdx@uthscsa.edu?subject=Canvas%20ASC%20Course%20Request&cc=registrarLMS@uthscsa.edu&body=Reminder:%20attach%20Canvas%20Course%20Request%20Form%20to%20this%20email%20before%20Clicking%20SEND.) | 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