Assignable Roles in ORCA

When granting someone other than yourself or your students access to your Canvas course you will need to go to orca.tamu.edu.

A person will not be able to act in any assigned role until after they complete the required trainings.

- [FERPA](#) Training – TrainTraq Training #11012
- [Information Security Awareness](#) Training – TrainTraq Training #3001

FERPA training will need to be recertified every four years. Information Security Awareness training will need to be recertified every year.

There are currently 5 roles that you can assign someone: Teaching Assistant, TA Lead, Course Designer, Grades Submitter, and Grader. (*At this time there is not a role for an observer or auditor in Canvas, though the request has been made to Academic Innovation to add at least one of these roles.*)

Teaching Assistant: They can edit course content and see/edit student grades.
Individual acting as a teaching assistant working with the teacher within a course and is responsible for adding/editing course content, features, tools, and/or grades.
Warning- anyone assigned this role will be assigned a course evaluation for students in AEFIS.

TA Lead: Same as a Teaching Assistant, BUT is not evaluated through AEFIS
Individual acting as a teaching assistant working with the teacher within a course and could be responsible for adding/editing course content, features, tools, and/or grades.
This is the role you want to select if you would like someone to be able to edit your course and enter grades, BUT do not need for them to be assigned a course evaluation for students in AEFIS.

Course Designer: They can edit course content.
Individual who provides specific course design, accessibility requirements, navigation, and creates of digital content (audio & video files) for a course but cannot access student grades.
This role is used for course designers or lab coordinators who are putting content in all sections of a course.

Grades Submitter: They can submit grades to HOWDY.
Individual who submits final course grades to HOWDY from Canvas

Grader: They can grade assignments using Speed Grader or add assignment grades manually.
Individual who grades specific course assignments, assessments, and other projects within the course but not edit or add course content.