



# University of Missouri

## Designating a Back-Up Canvas Instructor

As part of the planning process for Fall classes, we have asked all instructors to have a designated back-up instructor who can access their Canvas sites if necessary. There are 2 options for how Chairs should handle this:

Option 1: Internally designate an “administrator” who can then request instructor access to individual sites on a site-by-site basis *as the need arises* by e-mailing eLearning at [keeplearning@umsystem.edu](mailto:keeplearning@umsystem.edu). (for instance, the administrator on all graduate seminars could be the DGS)

Option 2: Officially designate an “administrator” and ask that they be entered as an instructor into a set of Canvas sites in the program/department. If you choose this option, please send the name and email of the designated “administrator” to Danna Wren ([Danna@missouri.edu](mailto:Danna@missouri.edu)) after August 21. Please make clear the dept/program/course designators over which your “administrator” should have access. (Note that if you take this option, then all of those courses will appear in the administrator’s “Courses” area in Canvas, and they may receive e-mails from students or teaching assistants.)