CSU uses its Canvas Learning Management System for academic teaching/learning. “Success Courses” that contribute directly to student academic success, can be evaluated for inclusion in Canvas.

In Canvas, our goals are to ensure that success courses:

- a) provide specific academic benefits for CSU students/faculty/staff,
- b) while balancing their academic priorities, and
- c) are unique to their audience - are not duplicated efforts at CSU.

CSU Canvas Success Courses are evaluated with these criteria:

- Course content and interactions contribute directly to student academic success.
- All users must have an active CSU eID.
- No fee can be charged.
- The primary teacher in the course must be a CSU faculty or staff, who interacts and assesses student progress.
- Courses include student interaction and achievement evaluation.
- Not used merely as web pages, file storage, or a response for reading/viewing materials.
- Teachers provide an annual summary on how the course was used, number of students, and an assessment of student success. This helps CSU continue to improve the use of Canvas Success Courses.

Requests are evaluated by the CSU Canvas team, who may consult with appropriate university leadership. Please allow 4 weeks for review.

**Employee training** is delivered via CSU’s professional development system, Bridge. CSU’s MyLearning team helps departments setup their employee training.

For employee training, go to [https://mylearning.colostate.edu/](https://mylearning.colostate.edu/)

Alternatives - Canvas and Bridge/MyLearning may not be the right tool for all special requests - there are several other options for groups, communications, calendar events, sharing documents, etc., such as:

- Office365, Google groups, MS Teams, listservs, CSU network shares, Qualtrics surveys, etc.
- Students use a wide variety of apps for many reasons; this approach can work for many special requests, too.

See these options and consult with your IT Support team for guidance.

If Canvas seems like a good fit for your success course, use this form for your request:

1. “Save-As” this form, replacing the version with your name in the new file name.
2. Complete the form with your details.
3. Email your request:
   - a. For areas within Div of Student Affairs, email to Neal.Lujan@colostate.edu
   - b. For all other areas at CSU, email to the ACNS Canvas team: CanvasAdminTeam@colostate.edu
Canvas Academic Success Course Request Form

1. Date of your request:

2. Requester – Your info:
   a. Name:
   b. eName:
   c. Phone:
   d. Email address:
   e. Your department name and number:
   f. Your direct supervisor name, phone, email:
   g. Your Canvas experience?

3. If approved, I agree to provide an annual summary to my Canvas Coordinator on how the course was used, number of students, and an assessment of student success. (This helps CSU continue to improve the use of Canvas Success Courses!)  Yes  No

4. Course title: Your course title would look something like this: Success-Area-Dept-ShortName-2020FA.
   a. Which college or area? (Such as LibArts or DSA)
   b. What is your Program/Dept/Degree Name, or for DSA departments, your four-character code?
   c. A short “Descriptive Name” (max 20 characters)?
   d. The year and term you want to offer your course?

5. Type of Academic Success Course requested:
   a. Advising
   b. Academic Probation
   c. Major & Career Focus
   d. Teaching how to use Canvas (GTA’s, online teaching techniques)
   e. Supports CSU’s Student Success Initiative (SSI-2)
   f. Other – details?

6. Course Goals:
   a. Why do you want to offer this course?

   b. What do you want students to learn/accomplish?

   c. How will this directly contribute to student learning?

   d. What are the measures of accomplishment?

   e. Other info?
7. **Students:**
   a. Who is your audience?
   b. Details?
   c. How many participants estimated each term?
   d. If a repeating course, will it be a different set of students each time?

8. Are you the person **who will develop course content?**  Yes  No
   If no, whom?
   a. Name:
   b. eName:
   c. Phone:
   d. Email Address:
   e. Their Dept name and number:
   f. Their level of Canvas experience:

9. Are you the person **who will teach the course?**  Yes  No
   If no, how many teachers?
   Who is the primary teacher?
   a. Name:
   b. eName:
   c. Phone:
   d. Email Address:
   e. Their Dept name and number:
   f. Their level of Canvas experience:

10. **Start/End dates:**
    – What are the anticipated start and end dates for students to access this course?

11. **Course timing** – what fits best?
    a. One-time use: 1 semester or 1 academic year
    b. Repeats every semester or year
    c. Continues perpetually

12. **Enrollment** – which model would work best?
    a. Student self-enroll (email the course url to students & they click to enroll themselves)
    b. Instructor manual enroll (instructors manually enter the students’ enames or CSU IDs)

**Thank you** for your work toward academic success for CSU!
**Questions?**  CanvasAdminTeam@colostate.edu