How do I add users to my course?

For official course sites, your student registered student enrollments will be enrolled in your course site automatically.

Types of users you may need to add manually:

• Teaching Assistants / Teaching Fellows
• Guest Lecturers
• Un-officially auditing students (official auditors should register officially with the registrar)
• Students who are on a waitlist
• Students who made revisions to their registration.
• Guests from other institutions (Please note: guests from other institutions will need to have an account created for them in Canvas before you can add them to your course site. To request a guest account, please complete the [Guest Account Request Form](#)).

REMINDER:

There are some roles in Canvas that are protected - these roles are used exclusively by the registration system (Banner) and **must not be used when manually enrolling users in your course**. Protected roles include:

• Student
• Shopper
• Auditor
• Instructor

ℹ️ Please view the video below regarding how to add people to your course:
Open People

In the course navigation, click the People link.

Add People

Click the Add People button.

Select User Search Type

In the pop-up window, select how you want to add people. You can add them by their email address [1] or by their NetID [2]. If you need to use the Yale Directory to look up an individual, you can do so by clicking "Yale Directory" [3].
Enter Email Addresses - or Yale NetIDs

In the text box type or paste the email addresses or Login IDs of users to add to the course. You can add multiple users at one time by putting a comma between each user.
Example:
john.doe@yale.edu, thomas.jones@yale.edu

Add Enrollment Details

In the Role drop-down menu [1] select the user(s) a role for the course. Remember, do not use the protected roles. Roles that you can use include:

• Guest Student
• Guest Instructor
• TA

In the Section drop-down menu [2], assign the user(s) a section in the course.
If you want to limit the user(s) to only interact with other users in their section, click the Can interact... checkbox [3].

Click the Next button [4].
Add Users

Canvas will verify that the account is valid [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

Canvas will automatically send the user an invitation to participate in the course.

View Pending Enrollment

Until the user accepts the course invitation, the user's status will display as pending.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations (Inbox).
Edit a Users Role

If necessary, you can change a manually added user's role. Just click the gear icon [1] to the right of the user you need to update and then click the "Edit Role" button.

Select new role

Select the new role (remember not to select a protected role) from the Role drop-down menu [1] and the click the Update button [2].
How to Remove Guest Instructor, Auditor, or Guest Student

You can remove any user that you have manually added. Note: If the user is being enrolled into the course by registrar data, you will not be able to remove them.

Remove User

From the People Tool, click the three dots associated with the user you would like to remove [1] and click Remove from Course [2].

Form more information about how to add users:

- [How do I edit user roles in a course?](#)
- [Guides for the People tool (Vendor Guide)](#)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)