Course Roles

Below is a description of the roles available within a Canvas course site

Faculty Roles

Instructor

• **Primary Use:** Official instructor(s) of record for the course. These users will be automatically added to course sites by the registration system.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

⚠️ Avoid manually adding users to course sites with the Instructor role. This role should be reserved for the instructor(s) of record.

Guest Instructor

• **Primary Use:** Unofficial users that need instructor level permissions but are not the official instructor of record. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

Support Roles

TA

• **Primary Use:** Teaching fellows and teaching assistants who will be supporting the instructor(s) for a course. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system. Also, TAs can be restricted so that they can only view the course section they are assigned to manage.
Grader

- **Primary Use:** TAs or other staff. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Add/edit student grades and add/edit/delete assignments and quizzes.
- **Limitations:** Cannot manage users or any other course content.

⚠️ Graders are NOT anonymous in Canvas. If you need an anonymous grader, please contact canvas@yale.edu for more information

Designer

- **Primary Use:** Departmental and administrative staff supporting the creation of course sites. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Add/edit/delete course content. Can add other TAs and Guest Instructors.
- **Limitations:** Cannot manage student users and cannot update/edit student grades

Librarian

- **Primary Use:** Librarian staff that are assisting faculty.
- **Permissions:** Add LibGuides links to Course Navigation.
- **Limitations:** Cannot manage users, cannot update/edit/view student grades, and cannot add/edit/delete course content.

Student Roles

Student

- **Primary Use:** Students who are officially enrolled in a course and have sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

⚠️ Avoid manually adding users to course sites with the Student role. This role should be reserved for officially registered students.

Shopper

- **Avoid manually adding users to course sites with the Shopper role. This role should be reserved for officially registered students during Yale's Shopping Period.**
Primary Use: Students who are officially enrolled in a course and have NOT sealed their registration worksheet. These users will be automatically added to course sites by the registration system.

Permissions: View course content and participate in course activities and assignments.

Limitations: Cannot view or modify course settings or view other students' grades or assignments.

NOTE: Users will only have the Shopper role during Yale's official shopping period (plus a week or so grace period). As students seal their worksheets, their Shopper role will automatically do one of the following:

1. Change from Shopper to Student for courses the students plan to complete OR
2. Be completely removed from courses they drop.

Auditor

Primary Use: Students who have officially registered to audit a course. These users will be automatically added to course sites by the registration system.

Permissions: View course content and participate in course activities and assignments.

Limitations: Cannot view or modify course settings or view other students' grades or assignments.

Avoid manually adding users to course sites with the Auditor role. This role should be reserved for officially registered students.

Guest Student

Primary Use: People who are unofficially requesting to audit or participate in a course. These users must be manually added by the course Instructor or a TA.

Permissions: View course content and participate in course activities and assignments.

Limitations: Cannot view or modify course settings or view other students' grades or assignments.

Viewer

Primary Use: For users who would like to view the course only.

Permissions: View course content and post to discussions.

Limitations: Cannot view or modify course settings or view other students' grades or assignments.
Roles to Avoid

Teacher

- **Primary Use**: Please do not use.
- **Permissions**: Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations**: Cannot manage users that are automatically enrolled by the registration system.

Observer

- **This is a default Canvas role and is not recommended for use.**
- **Primary Use**: Typically used in the K-12 arena to allow parents to view and monitor their children's progress.
- **Permissions**: View course content. When linked to a student account, this user can also see the associated student's assignment submissions and grades.
- **Limitations**: Cannot add/edit/delete content or participate in any activities.

💡 For more help, please contact canvas@yale.edu.