How do I edit user roles in a course?

You can edit the course roles for those students you have manually added to your course. However, you cannot edit the course roles for a student who is officially registered for a course and their enrollment is listed in the registrar's database. If you must change the role of an officially registered student, you will need to contact your department registrar.

1. Click on "People" from the course navigation.
2. Click the three dots icon associated with the user you would like to edit.
3. Click "Edit Role".

Click on "People", click on the three dots icon, click on "Edit Role".

4. Select the new role from the drop down menu.

Note: Depending on your user permissions, you may not be able to select from all user roles in your course. Do not use the protected roles. Roles that you can use include:

- Guest Student
- Guest Instructor
- TA

5. Click "Update".

Select the new role and click "Update".

Note: If a user has multiple roles in the course, selecting a new role overwrites all the user's current enrollments.

Edit Multiple Roles

For more information on users:
• **People (Vendor Guide)**
• **How do I add users to my course**
• **People Tool versus Photo Roster**

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