

# Adding users to a Canvas site

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This article describes how to provide Canvas users, like TAs and auditors, with membership in your Canvas course site, which they access through **PennKey**.

**IMPORTANT NOTE:** Please do not manually add users as *Student* or *Auditor* in your Canvas course site; doing so causes difficulty for the University Registrar and within the course site itself.

- Starting in Spring 2024, students with **registration holds** may encounter delays in Canvas membership related to timing of when enrollment becomes official at the University level.
- When an unregistered student *not* facing a hold must submit graded work in your course, contact the **IDEA Courseware Team** to inquire about Canvas membership possibilities for them.
- True auditors will automatically be given *Student* membership in a course site when they obtain formal audit status in that course, at their home school, in order to meet a degree or major requirement. If you had granted a formal auditor the *Observer* role in Canvas, *Student* will be added automatically based on the Registrar's process.

## Adding a User to a Canvas Site

1. Select **People** in the course navigation on the left.
2. Click the **+People** button. \*
3. For *Add user(s) by*, select **PennKey**. (If you are instead prompted for *Login ID*, you can still enter the PennKey.)
4. Enter the PennKey username.
  - To add multiple users (with the same role and in the same section) enter one PennKey per line.
5. Select the correct **role**:
  - **TA** for a grader or teaching assistant.
    - **IMPORTANT:** The TA must not be granted membership access to a course site in which they are enrolled as a student. (**Contact the Courseware Team** with any questions about this recommendation.)
    - TAs added to a single section will normally have access to the entire Canvas site, similar to the instructor's access. (**Contact the Courseware Team** to arrange TA access restricted to specific sections of a multi-section course, or when a TA needs to be able to publish the Canvas site.)
  - **Limited TA** for a teaching assistant who does not grade.
  - **Designer** for an administrative assistant.
  - **Colleague** for a faculty colleague.
    - Is based on the Designer (can not build or edit new quizzes) role, but with fewer editing options.
  - **Observer** for students informally sitting in, or anyone else not expected to grade or submit coursework.
    - **IMPORTANT:** A few faculty use *Observer* role to accelerate Canvas membership for waitlisted students. Be aware this is a manual process an instructor may choose to do, rather than a service Wharton Computing provides.
  - **Do not add anyone to the Student or Auditor role.**
6. Select the correct section.
  - Except in special cases, always avoid checking the "Can interact with users in their section only" checkbox.
  - It is recommended to add TAs and observers to the site's "default" section, which will typically include the course code, semester, and year (e.g., **ACCT 2790 - Summer 2025**) but not any section number.

- Please **contact the Courseware Team** if you're not sure which section to use.
7. Click *Next*.
    - If Canvas reports it cannot find the user, please **contact the Courseware Team**.
  8. Click *Add Users*.
  9. An invitation will then be sent from Canvas to the user's email address.

You can **resend** an invitation under **People**. The user can also accept the course invitation by going directly to the canvas site url.

You can **remove a user** who was manually added to a course site, but not users who were added automatically.

\*If **+People** is disabled, that means the course site is concluded. Please **contact the Courseware Team** to grant membership to users in a concluded course.

## Questions?

Email: [courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu)

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