Adding users to a Canvas site

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 or were enrolled as a student.
   - *Limited TA* for a teaching assistant who does not grade.
   - *Designer* for a faculty colleague or administrative assistant.
   - *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 serice Wharton Computing provides.
   - **Do not add anyone to the *Student* or *Auditor* role.**
6. Select the correct section. 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., **STAT 2730 - Spring 2024)**. TAs added to a single section will still have rights to the entire site. (Contact Courseware if you need to restrict a TA to a single section.)
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?

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