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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

An instructor of a course can invite current University of Pennsylvania users, and many others at Penn, to an active Canvas site using the People tab.

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. In the pop-up box that appears, enter the PennKey username.
   - For all but Penn Law students, the PennKey username is the part before the "@" in a upenn.edu email address.
   - To add multiple users (with the same role and in the same section) enter one PennKey per line.
   - NOTE: The Canvas Instructor Guide includes an illustrated version of these steps that shows adding users by email address rather than PennKey. Please use PennKey, not email address.
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 (can help you with content, but not submissions).
   - Colleague for a faculty colleague.
     - Is based on the Designer (can not build or edit new quizzes) role, but with fewer editing options.
     - It allows for viewing of all published and unpublished content (including Creator access to Panopto videos).

- - Does not make students/student grades visible.
  - *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.** The student or auditor will need to go through the student registration process using Banner.
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 - Spring 2026)** 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.* A screen will appear confirming the additions.
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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