

## Adding / Removing Users in Your Course

For official course sites, students that have enrolled in the course through the registration system will be added to your course site automatically. Users you need to add to your course site manually may include:

- Teaching Assistants / Teaching Fellows
- Guest Lecturers
- Unofficially auditing students (official auditors should register officially with the registrar)
- Students who are on a wait-list
- Students who made revisions to their registration
- Guests from other institutions
  - Guests from other institutions will need to have an account created for them in Canvas before you can add them to your course site. To request a guest account, please complete the [Guest Account Request Form](#).

 There are some roles in Canvas that are protected. These roles are to be used exclusively by the registration system (Banner) and **must not be used when manually enrolling users in your course**. Protected roles include:

- Student
- Visitor
- Auditor
- Instructor

The Poorvu and ITS Canvas LMS Support team will not add users to course sites. Enrollment is at the discretion of the instructor and / or department registrar. To be added to a course, please contact the instructor of the course, a departmental / school registrar, or support person with administrative access in Canvas.

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 **This article will address the following information:**

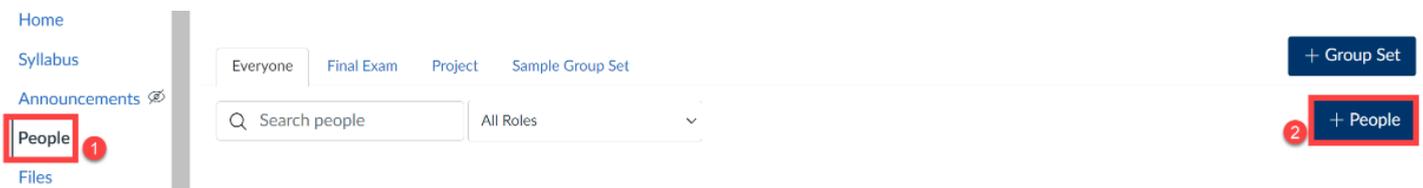
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## Adding a User

**!** Not all NetID users are added to Canvas by default (examples are volunteers, past alumni, sponsored identities, vendors, contractors, etc.).

If you are trying to add a NetID user and are not finding them in the system, please contact [canvas@yale.edu](mailto:canvas@yale.edu) and provide the user's NetID so we can verify / add their account to Canvas.

1. Click on "**People**" from the course navigation.
2. Click "**+People**" at the top right corner.



3. In the pop-up window, select how you want to add people, either by "**Yale Email**" or "**NetID or Guest Email**."
  - a. A quick link to the Yale Directory is available to help look up an individual.

**💡 Yale Email:** The user's email address **MUST** be confirmed or else they will not be found when searched for. Yale emails are automatically confirmed, however guest accounts require [additional steps for confirmation](#).

**NetID or Guest Email:** For Yale users this field (also known as the Login ID) is their Yale issued NetID. For outside Yale guest accounts, this will be their email address.

4. In the text box provided, type the user's information based on the "**Add user(s) by**" option you selected.
  - a. You can add multiple users at once by putting a comma between each user.
5. Select the user's intended "**Role**" and "**Section**."

**!** Roles that you cannot use include:

- Student
- Instructor
- Visitor

6. Once the user's role is selected, the "**Next**" button will become available to click to go to the next step.

7. Canvas will verify that the account is valid. If it is valid, you will see the message in green across the top "**The following users are ready to be added to the course.**"

8. Click the "**Add Users**" button to add the users to the course. If you are not ready to add the user, click the "**Start Over**" button to go back to the previous screen.

- Canvas will automatically send the user an invitation to participate in the course.

Add People ×

✓ The following users are ready to be added to the course. 7

Name	Email Address	Login ID	SIS ID	Institution
Test01				Canvas@Yale

Cancel 8 Start Over Add Users

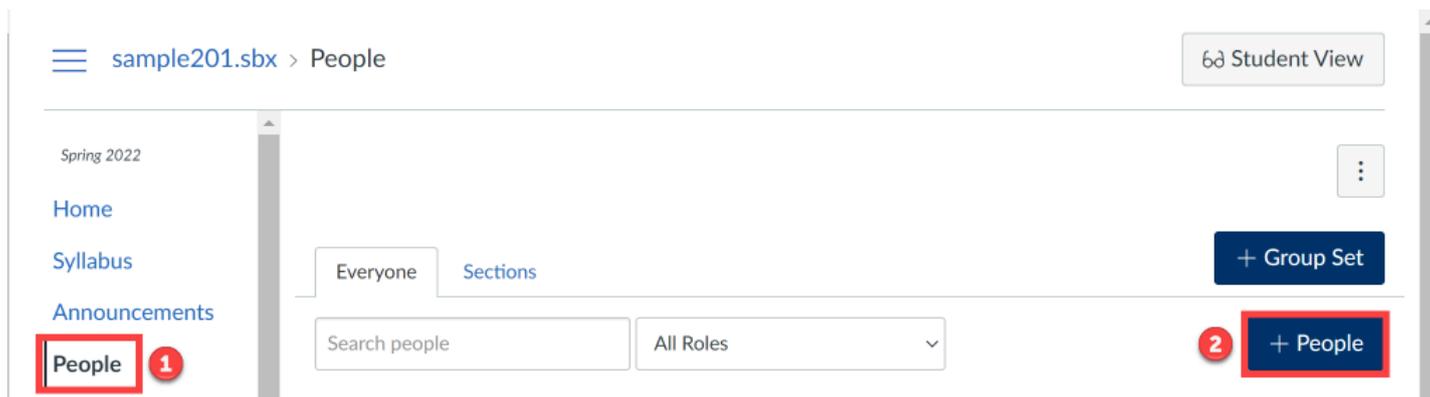
9. Until the user accepts the course invitation, the user's status will display as "**pending.**"
  - a. Once the user has accepted the course invitation, you can interact with the user in the course.

## Adding a Guest Account User

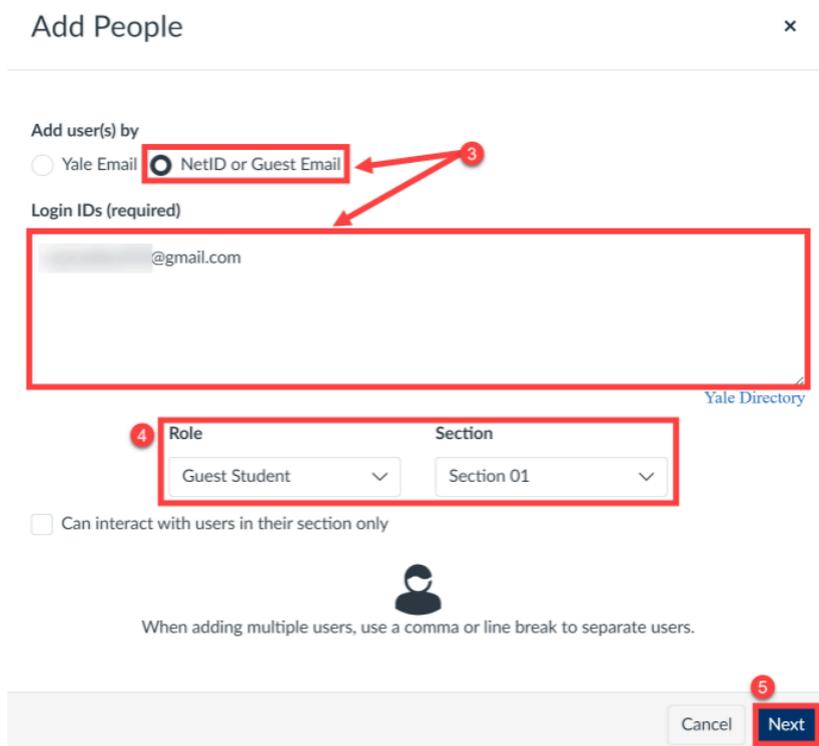
**⚠** Users who have had a guest account created in Canvas for them can be added to a Canvas course and participate in the same way that current Yale associated Canvas accounts can in a Canvas course site. To request a guest account for a user, please complete the [Guest Account Request Form](#).

Once the guest account has been created, the process to add them to a course is more specific than the method detailed above.

1. Click on "**People**" from the course navigation.
2. Click "**+People**" at the top right corner.



3. In the pop-up window, select the "**NetID or Guest Email**" option and input the **guest account user's email address** in the subsequent textbox.
  - a. Canvas Guest Accounts are not provided a NetID, so they use their email address as their login name when logging into Canvas @ Yale.
4. Select the user's intended "**Role**" and "**Section.**"
5. Once the user's role is selected, the "**Next**" button will become available to click to go to the next step.



6. Canvas will verify that the account is valid. If it is valid, you will see the message in green across the top "**The following users are ready to be added to the course.**"
7. Click the "**Add Users**" button to add the users to the course. If you are not ready to add the user, click the "**Start Over**" button to go back to the previous screen.
  - a. Canvas will automatically send the user an invitation to participate in the course.

## Add People



✓ The following users are ready to be added to the course. 6

Name	Email Address	Login ID	SIS ID	Institution
[Blurred]	[Blurred]	[Blurred]	[Blurred]	Canvas@Yale

7
Cancel
Start Over
Add Users

8. Until the user accepts the course invitation, the user's status will display as **"pending."**
  - a. Once the user has accepted the course invitation, you can interact with the user in the course.

## Adding a User to Past Terms

When the course is in the past term, you cannot add users to the course (the **" +People "** button in the People tool will be grayed out or not present). In order to unlock the course to add users, please check out our help article on [unlocking courses in past terms to add users](#).

⚠ When adding users to the unlocked course, the invited users must accept their invitation prior to the course resuming the past term, read-only state. If the user has not accepted the invitation, then the course will have to be unlocked again.

## Removing a User

Users can be enrolled in multiple sections within your Canvas site. The instructions below are split between removing a user from all sections within your Canvas course ([Option 1](#)) or removing a user from just one section within your Canvas course ([Option 2](#)).

💡 You can remove any user that you have manually added. If the user is being enrolled into the course by registrar data, you will not be able to remove them.

## Option 1: Remove a user from all sections within the Canvas Course

1. From the "**People**" tool, click the **three dots icon** associated with the user you would like to remove.
2. Click "**Remove From Course.**"

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
			Section 02 Section 01	Instructor Instructor	Oct 28 at 12:05pm Oct 28 at 12:05pm	93:32:36	
 Test01			Section 01	Guest Student	Oct 11 at 11:45am	24:39	
			Section 01	Guest Student	Oct 7 at 4:09pm		
			Section 02	Guest Student	Aug 27 at 9:51am		
			Section 02	Guest Student	May 22 at 1:57pm		

 Resend Invitation

 Edit Sections

 Edit Role

 User Details

 Deactivate User

 Remove From Course

1

2

## Option 2: Remove a user from a single section within the Canvas Course

1. From the "**People**" Tool, click on the **name of the user** you want to modify.
2. In the right side pop-out, click on the **user's name again.**

The screenshot shows the Canvas 'People' page. On the left is a navigation sidebar with options like Home, Syllabus, Announcements, Files, Pages, Assignments, Discussions, Quizzes, Modules, Zoom, Photo Roster, People, Mid-Semester Feedback, Attendance, Ally Course Accessibility Report, Course Blog, and Grades. The main area shows a list of users with columns for Name, Login ID, SIS ID, Section, Role, and Last Activity. One user, 'CTL Tester03', is highlighted with a red box and a red '1' notification badge. A pop-up window for 'CTL Tester03' is open on the right, showing 'Sample 101 Sandbox' and 'Section: Section 01, Section 02'. The pop-up has a 'Grades' button and 'New Analytics' button. Below these are statistics for Grade (0), Missing (0), and Late (0). It also shows 'Activity Compared to Class' with Participation (Moderate) and Page Views (Low). A red '2' notification badge is next to the user's name in the pop-up.

3. On the user details page, scroll down to the "**Membership(s)**" section.
  - a. From the list, find the course section you want to remove the user from and click on the "**Delete**" button for that enrollment.

The screenshot shows the 'Membership(s)' section of the user details page. It lists two enrollments: 'Section 02' and 'Section 01'. For 'Section 02', the user is enrolled as a 'Guest Student' and the enrollment was created on May 22, 2019 at 1:47pm. For 'Section 01', the user is also enrolled as a 'Guest Student' and the enrollment was created on Sep 5 at 2:09pm. Each enrollment has 'Conclude' and 'Delete' buttons. The 'Delete' button for 'Section 02' is highlighted with a red box and a red '3' notification badge. Below the list is a 'Privileges' section with the text: 'this user can view students in any course section' and a link 'limit this user to only see fellow section users'.

4. A pop up will appear asking you to confirm the deletion. Click the "**OK**" button.

The screenshot shows a confirmation dialog box with a dark background. The text reads: 'yale.instructure.com says' and 'Are you sure you want to delete this enrollment?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box and a red '4' notification badge.

5. When the page updates, you will see only the user's remaining section enrollment(s) listed under the Membership(s) area.

 For more information on users:

- [People \(Vendor Guide\)](#)
- [Editing User Roles in Your Course](#)
- [People Tool versus Photo Roster](#)

For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).