

Editing User Roles in Your 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 your course as 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.**"
4. In the pop-up that appears, select the new user role from the drop down menu.
5. Click "**Update**" when done.

💡 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

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

💡 For more information on users:

- [People \(Vendor Guide\)](#)
- [Course Roles and Permissions](#)
- [Adding / Removing Users in Your Course](#)
- [People Tool versus Photo Roster](#)

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