

How to Use Canvas Lesson 6: Adding Course-level User Roles and Enrollments

Now that you have established your account's settings, added account data, and customized your account, you're ready to add course-level users to your account. In this lesson you'll learn how to manage course-level user roles, create courses, and add enrollments in your account. You should only add users and enrollments to your account once your account after completing all of the previous lessons.

Note: You can bulk upload course-level users and course enrollments using the [SIS Import Tool](#).

Lesson 6 Outline

[Course Level User Roles and Permissions](#)

[Courses](#)

[Course Enrollments](#)

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Course Level User Roles and Permissions

After adding admins to your account and establishing your account basics, you are ready to create course-level user roles. A user role defines what a user can do and establishes their permissions within Canvas. When you add a user to Canvas, you must specify their user role. Therefore, user roles with defined permissions must exist in an account before a user can be added.

By default, Canvas includes five course-level user roles: student, teacher, TA, designer, and observer. Each role has preset permissions that determine its level of access to courses and course materials in Canvas. For example, students and parent observers typically do not create quizzes in a course, but teachers, TAs, and course designers likely do. Therefore, some user roles have restricted access to course permissions based on their typical role and responsibilities at an institution. Your institution may also require the need for other course-level users with varying access. You can create additional course-level user roles and preselect their Canvas permissions.

View more information about [course-level permissions](#).

Manage Course-level User Roles

Permissions	Designer	Observer	TA	Teacher
Analytics - view pages	⊗	⊗	✓	✓
Announcements - view	✓	✓	✓	✓
Assignments and Quizzes - add / edit / delete	✓	⊗	✓	✓
Conversations - send messages to entire class	✓	⊗	✓	✓
Conversations - send messages to individual course members	✓	⊗	✓	✓
Course Calendar - add / edit / delete events	✓	⊗	✓	✓
Course Content - add / edit / delete	✓	⊗	✓	✓

To view and manage course-level user roles in your account:

1. Click the **Permissions** link in Account Navigation.
2. Click the **Course Roles** tab.
3. View existing user roles at the top of the Permissions page.

To manage course-level user role permissions:

1. Locate the user role on the Permissions page.
2. Click the icon next to the name of the permission.
3. Select an option from the Permission menu.

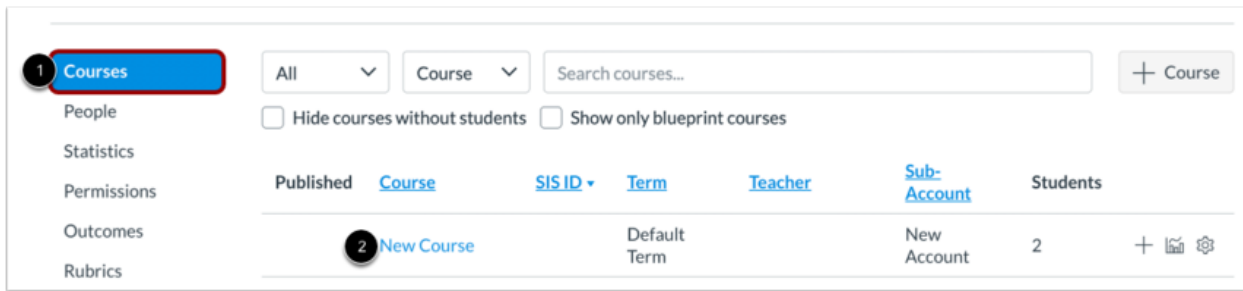
You can also create new course-level user roles [7]. Learn how to [add course-level user roles](#) in your account.

Courses

The most efficient way to add users to your account is to enroll them directly in a course. You can add courses to your account using [the SIS Import tool](#) or create courses manually.

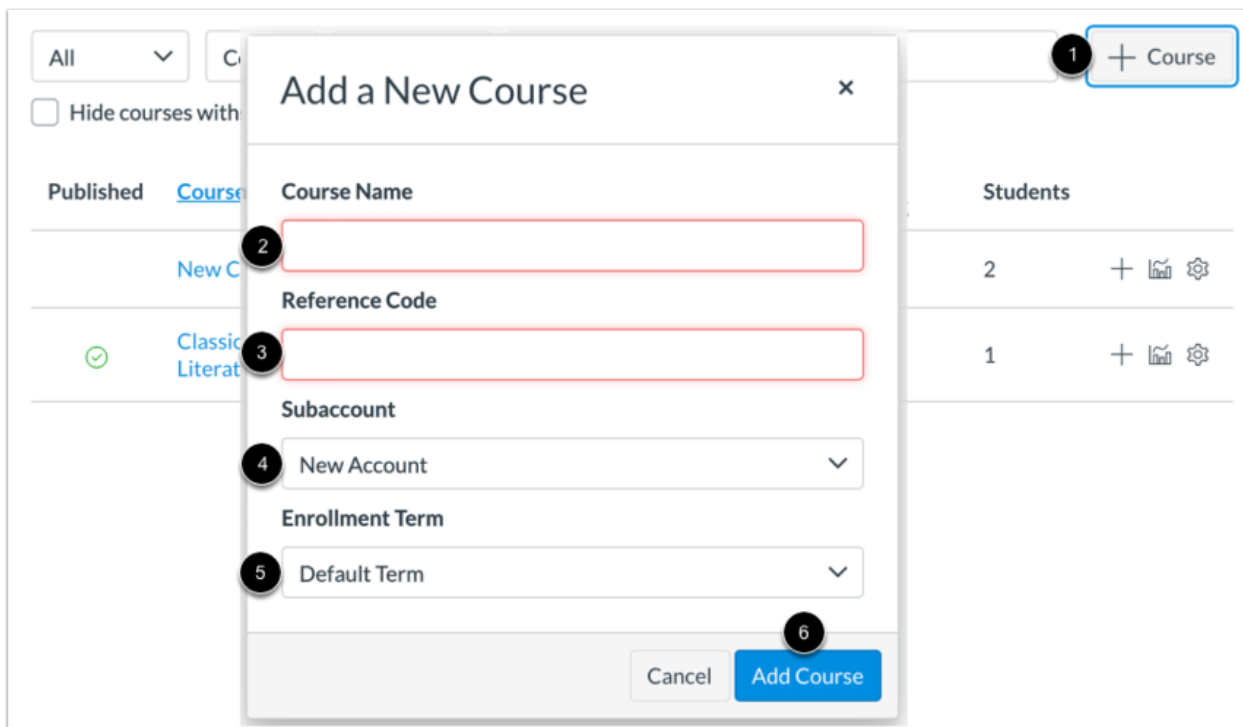
If you have already added courses to your account, skip to the next section.

View Courses



Click the **Courses** link in Account Navigation [1]. If you have already added courses, you can view them on the Courses page [2].

Create New Courses



To add a new course to your account:

1. Click the **Add Course** button.
2. Enter a name for your course in the **Course Name** field. This displays on the Courses page and on course users' dashboards.
3. Enter a course reference code in the **Reference Code** field.
4. Click the **Subaccount** drop-down menu and select a sub-account from the list.
5. Click the **Enrollment Term** drop-down menu and select the period during which the course will take place
6. Click the **Add Course** button.

Course Enrollments

All courses in your account display on the Courses page. You can enroll (or add) new and existing users in a course. Canvas can identify new user information when you create course enrollments, and new users will automatically be added to your account when they are enrolled in a course.

View Course

The screenshot shows the Canvas Courses page. At the top, there is a search bar with a dropdown menu set to 'All' and another dropdown set to 'Course'. A search input field contains the text 'Search courses...'. To the right of the search bar is a '+ Course' button. Below the search bar are two checkboxes: 'Hide courses without students' and 'Show only blueprint courses'. The main content is a table of courses with the following columns: Published, Course, SIS ID, Term, Teacher, Sub-Account, and Students. The first row is 'New Course' with 'Default Term', 'New Account', and '2' students. The second row is 'Classic Literature' with 'Default Term', 'Allison Dilts' as the teacher, 'New Account' as the sub-account, and '1' student. A blue box with the number '1' is located at the bottom center of the page.

Locate your new course in Courses. If needed, you can filter and search for courses on the Courses page [1].

Once located, click the name of the course to view the course homepage [2].

View Course People Page

The screenshot shows the Canvas Course People page. On the left is a navigation menu with items: Home, Syllabus, Modules, Assignments, Announcements, Discussions, Quizzes, Grades, Outcomes, People, Conferences, Files, Pages, Collaborations, and Settings. The 'People' item is highlighted with a blue box and a black circle containing the number '1'. In the main content area, there is a search bar labeled 'Search people' and a dropdown menu labeled 'All Roles'. To the right of the search bar is a '+ Group Set' button. Below the search bar is a table with the following columns: Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. In the top right corner of the main content area, there is a '+ People' button highlighted with a blue box and a black circle containing the number '2'.

Click the **People** link in Course Navigation [1], and click the **Add People** button [2].

Add Course Enrollments

Add People ✕

1 Add user(s) by

Email Address Login ID SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

2

3 Role: Student

4 Section: Classic Literature

5 Can interact with users in their section only

6

When adding multiple users, use a comma or line break to separate users.

Cancel Next

To add enrollments in a course:

1. Select the **Add user(s) by** method.
2. Enter user information, separating user details with a comma.
3. Select the course role for the users you are adding from the **Role** drop-down menu.
4. Select the section to which the enrollments will belong (if applicable)
5. Select whether users can only interact with users in their section
6. Click the **Next** button.

Add People to Account

Add People ✕

! We were unable to find matches below. Select any you would like to create as new users. Unselected will be skipped at this time.

<input type="checkbox"/>	Name	Email Address
<input type="checkbox"/>	1 Click to add a name	jane.doe.canvas@gmail.com

2

If a user you are adding in a course does not already exist in your account, you can add their user information to add them to your account. Click the **Click to add a name** link and enter the user's information [1].

When ready, click the **Next** button [2].

Add Users

Add People ✕

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

Name	Email Address	Login ID	SIS ID	Institution
Jane Doe	jane.doe.canvas@gmail.com			New Account

Click the **Add Users** button.

When a user is manually added to a course in an account, Canvas generates an account invitation email. The user is invited to complete the account registration process by creating a password. Once the user has an account, they can then accept a course invitation.

When users are added to a course manually, they can open the course invitation link in their email to view a preview of the Canvas course. To officially accept, they must click the Accept button in the Canvas interface. However, if you prefer to disable course previews and have users automatically join the course when they view the Canvas course, please contact your Customer Success Manager to disable invitation previews.

Additional Resources

Canvas Guides

For more in-depth information about the topics covered in this chapter, check out the Canvas Admin Guides chapters on [Terms](#) and [Grading](#).

You can also watch the Canvas Admin overview videos about [Terms](#) and [Grading Periods](#).

Canvas Community

The [Canvas Community](#) is an online community of Canvas users from around the world. It houses a space for [Questions and Answers](#) about Canvas and a variety of groups, including the [Canvas Administration group](#).