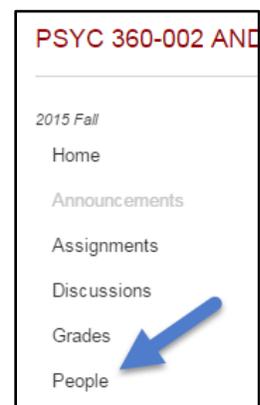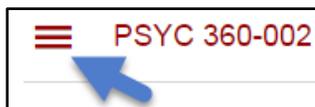Faculty can enroll various individuals into their courses based on different roles, with the exception of students. Student enrollment for credit-bearing courses is handled exclusively by a report from GullNet which runs every four hours. The following chart describes each of the roles available within MyClasses Canvas:

Role	Description
Teacher	The Teacher role has access to all areas of the course and all areas in Settings to manage the course. This role is automatically given to the official faculty member(s) of record within GullNet. This role provides access to a course even when it is unavailable to Students.
Student	The Student role is a participant in the course that can view all content and activities. Any graded activities will then be reflected in the Gradebook. **Faculty can only enroll individuals as students in non-credit bearing courses.**
Teaching Assistant	The Teaching Assistant role is equivalent to the Teacher role with the following exceptions: • Unable to add/remove other teachers, course designers, etc. • Unable to manage alerts or outcomes
Faculty Viewer	The Faculty Viewer role allows individuals to be added to the course to view content and the course, view discussions, view students submissions and grade BUT not modify any of the above. This role will be useful for clinical or lab instructors who need to have access to course information but not change grades. This role will also be used for faculty, department chairs or Deans who will be observing courses.
Grader	A Grader assists exclusively to assessing student activity. Graders have access to: • List of students • Grades and SpeedGrader • Assignment submissions and Discussions (view only) • Ability to send messages to students
Librarian	Embedding a librarian in your course provides support and resources for you and your students. The Librarian role allows: • Communication with the students and instructor in the course • Ability to create and manage discussions • Ability to create content pages
Course Reserve	The Course Reserve role is reserved for University Libraries staff as a service to faculty and their courses. This role provides the individual the ability to manage (add/edit/delete) both Files and Pages within a course.
Participant	The Participant is a custom role at Salisbury University which provides viewing access to all content within the course and the ability to participate in communication such as discussions and messages. Specifically, this role would be used with the following course support individuals: • Supplemental Instruction (SI) program • Satellite location Instructor and Assistants • Chair or faculty member observing a course • Guest subject matter experts

Role	Description
	This role is appropriate for anyone who needs access similar to students but without appearing in Grades.
Designer	The Designer role has access to assist in the design and development of the course and the creation of content and activities. This role does not participate in the course and does not have access to student grades or submitted work.
Observer	The Observer is a view only access to a course and unable to participate in any communications. Observers can also be tied to a specific student to see the grade summary pages for their student. This feature is often used in K12 environments for parents and/or mentors.

To enroll a user:

1. Enter the desired course.

2. From your course navigation menu, select **People**. Depending on your screen size, you might need to open the course menu from the top of your page.

3. Click **+ People** to add a person (you must know their username – i.e. mepegg).

4. For the Add user(s) by option, select **Login ID**.

5. Type the username for the person you want to add to the course. To include more than one person, separate the usernames by a comma ",".

   Note: *If the individual does not have an SU account, then you can use the Email address option.*

6. Select the desired Role for the individuals based on the table on page 1. Then select the section in which the person is associated.

7. *In courses with combined sections,* select the checkbox if you want the individuals to view the students within a specific section. Example: A lab assistant would only see the students in the lab in which they are assigned.

8. Click **Next**.

9. A window will appear confirming the individuals you want to add. If a person, cannot be found a warning will appear. Check the spelling of the username or contact ID&D to have the person added to MyClasses.

⚠ We were unable to find matches below.

Add People   ✕

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

Name	Email Address	Login ID	SIS ID	Institution
Marian Pegg		mepegg		Salisbury University
Sam Seagull		scgull		Salisbury University

Cancel   Start Over   **Add Users**

10. Click **Add Users**.

11. Newly enrolled users will be listed in People with the word "pending" next to their name. Once the individual logs into MyClasses and accepts the invitation, the pending status disappears.

Name	Login ID	SIS ID	Section	Role
Marian Pegg pending	mepegg	mepegg	Canvas Playground - M. Thomas 2	Faculty Viewer
Sam Seagull pending	scgull	scgull	Canvas Playground - M. Thomas 2 Canvas Playground - M. Thomas 2	Faculty Viewer Student