

## Roles and Enrolling Users in MyCanvas

Users in MyCanvas have access to a course once they have been **enrolled** in it. Enrollment provides the access, and can happen in any of three ways:

- **automatically**, after being attached to a course in Banner
- **manually**, by the user if the course is configured for self-enrollment, or
- **manually**, by another user who has the appropriate system permissions.

User enrollments in courses typically come from Banner, the College's student information system, through its real-time integration with MyCanvas. Courses, users, and enrollments are all controlled by Banner, and Banner regularly feeds this information to MyCanvas.

However, there are many reasons why a Teacher in a course may want to manually enroll other users. In order to enroll another user, the user must have a valid Mohawk College account, and their Mohawk email address and/or their 9-digit employee, "Banner" or student number must be known.

### Roles

A user in a course occupies a specific **role**, and that role provides a set of permissions for the user- things that they can and can't do within the course. The two most common roles in MyCanvas are **Teacher** and **Student**.

When an enrollment is made into a course, their role in the course must be specified.

Users who are enrolled in the **Teacher** role have a high set of permissions in the course- they can manage and deliver the course by publishing content, creating and grading assessments, etc. Teachers can also add, or enroll, other users. While Teachers cannot enroll a user into the Student role, they can enroll users into one of four other roles.

### Teacher

The role that allows for the development, management and delivery of a course. This role has the highest level of permissions of these four roles. Typically, the Teacher in a course will enroll another user as a Teacher to allow that user to explore the course, to share specific content or assessments, or to copy the course into another course shell for a unique delivery. It's not uncommon for a Teacher to enroll another user as a Teacher to assist in the labs, shops, or some other aspect of the delivery.

## TA

A role similar to Teacher, with one significant difference. A Teacher may enroll a TA to allow them to copy or import the course into their own course shell, but the TA will not have the permissions to edit the original (source) content. The TA role is designed specifically to allow a measure of security for Teachers when they are sharing content.

## Course Set-Up

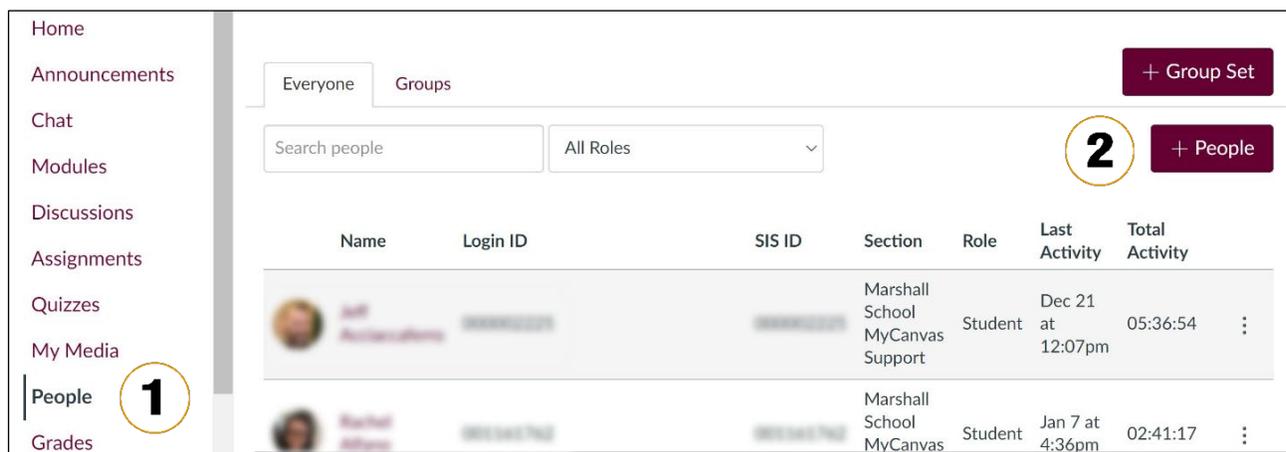
A role that allows for the development of content and activities and the configuration, but not the delivery, of courses. Users in the Course Set-Up role cannot grade quizzes or assignments or edit the gradebook.

## Observer

A role used for guests, student support individuals, and others who need to access and view content but not earn course credit. A student may be paired with a Note Taker or interpreter, and these individuals may need to be enrolled using the Observer role so they can assist the student.

## How to Manually Enroll Other Users

Manual enrollments are performed using the **Add People** (+ People) function within the **People** tool.



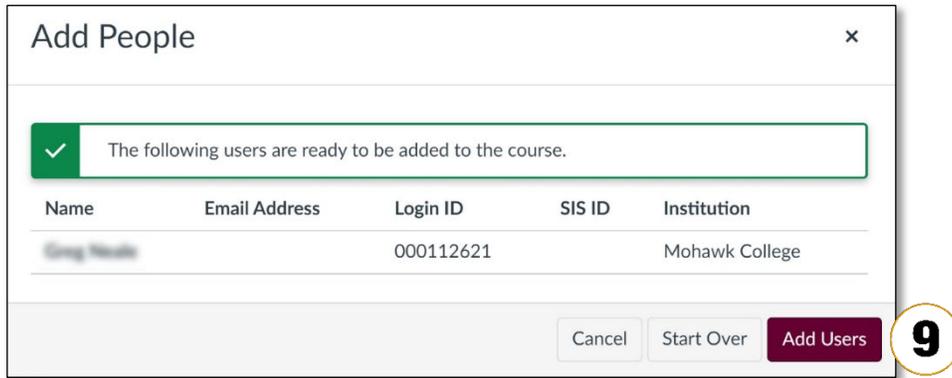
Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
 [Redacted Name]	[Redacted]	[Redacted]	Marshall School MyCanvas Support	Student	Dec 21 at 12:07pm	05:36:54
 [Redacted Name]	[Redacted]	[Redacted]	Marshall School MyCanvas	Student	Jan 7 at 4:36pm	02:41:17

1. From within the course, click/press on the **People** link in the course navigation menu.
2. Click/press the **+People** button.

The screenshot shows a web form titled "Add People" with a close button (x) in the top right corner. The form contains the following elements:

- 3**: "Add user(s) by" section with three radio buttons: "Email Address", "Login ID" (selected), and "SIS ID".
- 4**: "Login IDs (required)" text label above a text input field containing "123234345".
- 5**: "Role" dropdown menu with "Teacher" selected.
- 6**: "Section" dropdown menu with "Marshall School MyCan" selected.
- 7**: A checkbox labeled "Can interact with users in their section only" which is currently unchecked.
- 8**: "Next" button (highlighted in purple) and "Cancel" button at the bottom right.

3. On the Add People form, choose the selection based on the information at hand—**Email address** or **Login ID**. It is recommended to identify the user(s) by their 9-digit Employee, “Banner” or Student number, using the **Login ID** selection as shown, but you may also use the email address(es). Be sure that the addresses or numbers you use are accurate. Note that you can enroll several users by placing a comma or line break between users.
4. Enter the Email address(es) or number(s).
5. In the dropdown **Role** selector, choose the desired role for the user(s).
6. In the dropdown **Section** selector, choose the desired Section. This choice only applies to cross-listed courses that contain multiple sections.
7. Select **Can interact with users in their section only** if you need to restrict the user(s) from seeing users in other sections. For example, a Teacher should only be able to see, interact with, and grade students that they are teaching, within a cross-listed course with more than one Teacher.
8. Click/press **Next**.
9. This returns a form that displays the name(s) of the users. Confirm that the intended user(s) is/are correct, and click/press **Add Users**. Click/press **Start Over** only if you have made an error or if the wrong name(s) is/are displayed.

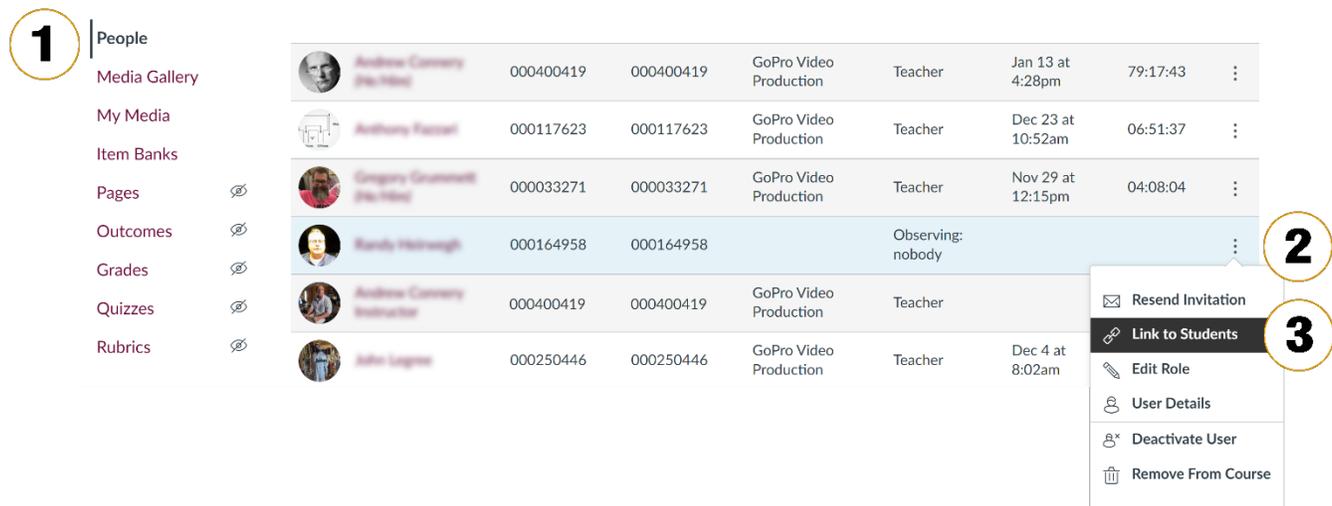


10. Return to the **People** tool to see that your new users are **pending**. Newly-enrolled users generally need to accept the invitation on their MyCanvas Dashboard to complete the enrollment and become active members of the course.

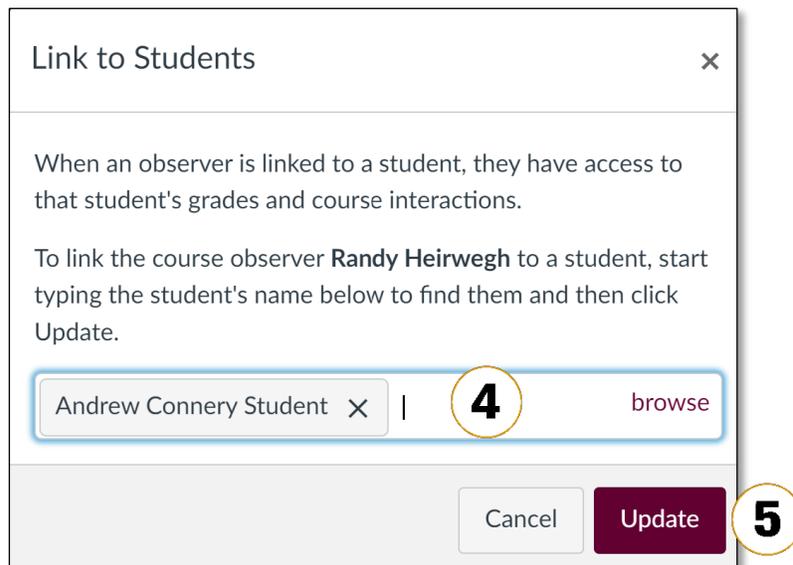
### How to Link an Observer with a Student

When an Observer is linked to a student, the Observer can observe the student's activities and grades in the course. This role and this linking can be desirable for those users who are tasked with supporting a specific student or students.

Linking with a student generally occurs from the **People** tool.



1. From within the course, click/press on the **People** link in the course navigation menu.
2. Scroll until you find the user that you'd like to link with a student, and click/press the more options (three vertical dots) to the right of that user's name. Note that only users in the Observer role can be linked to students.
3. Click/press the **Link to Students** option.



4. In the text field, start to type the student's name until it appears, and then click/press the name to enter it in the text field. Add other names as needed. Click/press the **X** beside the name if you need to remove the name.
5. Click/press **Update** to complete the linking.

GoPro Video Production	Teacher	Nov 29 at 12:15pm	04:08:04	⋮
	Observing: Andrew Connery			⋮
GoPro Video Production	Teacher			⋮

6. Return to the **People** tool to confirm, under the Role column, that the link has been made.

The Observer will now be able to view the activity and grades of any students that have been linked.