You can invite users to join your course at any time if the **Add People** button is available in the **People** page. When user is added to a course, Canvas generates a course invitation notification via email that is also visible the next time the user logs into Canvas. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user’s status will display as pending.

- If you have a **Teacher** role in a course, you can Add/Remove **Teachers, TAs and Students**.
- If you have a **TA** role, you can only Add/Remove **Students**.

**Note**

If the **Add People** button is greyed-out, please see this document [http://usfblogs.usfca.edu/canvasusf/adding-users-to-past-courses/](http://usfblogs.usfca.edu/canvasusf/adding-users-to-past-courses/)

**Key Concepts about Canvas Enrollments**

For **Official Catalog** courses (Canvas courses that also appear in Banner, the student information system) Teachers and Students are automatically enrolled through an automated process that syncs every couple of hours between **Banner** and **Canvas**. If a user is enrolled in the course in Banner, that user will show as enrolled in the Canvas course once the process runs.
How to Add Users to a Canvas Course

1. Once in your Canvas course, click on the People link in the left navigation menu

2. Next, click on the +People button
3. In the **Add People** Dialog box: 1. Enter the **USF ids** of each person you wish to add to the course. The id is the text right before the [@usfca.edu](mailto:@usfca.edu) or [@dons.usfca.edu](mailto:@dons.usfca.edu), in the users email. 2. Select the desired role 3. Select the **Next** button.

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**Note**

Multiple users can be added to the course by cutting and pasting from a spreadsheet, csv or text file. As long as there is one entry per line, the cut and paste will work. Also, **Canvas** will accept a full email addresses, however the [@dons.usfca.edu](mailto:@dons.usfca.edu) address will not work. For student emails just enter the full email address without the dons. For instance for user [jsmith@dons.usfca.edu](mailto:jsmith@dons.usfca.edu), you can specify [jsmith@usfca.edu](mailto:jsmith@usfca.edu)
4. In the Next Screen, you will get confirmation of that the users exist in the system. Click the **Add users** button to add the users to your course and generate an invitation notification.