Canvas Guide: Adding/Dropping & Changing Roles of Non-Course Group Members

Overview

Group administrators are responsible for adding and dropping group participants and other group administrators from Non-Course Group sites in Canvas. Group Administrators can also update the role of Non-Course Group participants.

Adding Group Members

Enter a non-course group site, select the People left-hand course navigation tab [1] and click the + People button [2]:

In the pop-up window, enter one or more SU email addresses [1]. Select the Group Participant or Group Administrator role [2] and click Next [3].

Note: add up to 50 email addresses at a time

Tip: please see the Non-Course Group Setup checklist for an explanation of roles

Canvas will verify that you have entered a valid SU email address. If you are not ready to add the user, click the Start Over button [1]. Otherwise click the Add Users button [2]:

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The group participants will receive an invitation to join the course in their SU email. Their status will display as pending until they accept the course invitation after logging into Canvas:

![Add People](image)

**Note:** It may take 24 hours for individuals to receive the invitation in their SU email. However, they can immediately log into Canvas and click the **Accept** button at the top of their User Dashboard login screen:

![User Dashboard](image)

**Dropping Group Members**

Go to the **People** tab of the non-course group site. Place your mouse over the group participant you’d like to remove from the course. A **gear icon** will appear on the far-right of that line [1]. Click the gear icon to access a drop-down menu and select **Remove From Course** [2].
Changing User Roles

Hover over the user’s name and click the Gear icon [1] and then click the Edit Role link [2]:

Click the Role drop-down menu, select the new user role, and click the Update button.
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<th>Date</th>
<th>Description of change</th>
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