

# Canvas Course Roles & Permissions

## Overview of Canvas Course Roles

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WashU has defined a collection of Canvas user roles to correspond to the roles individuals may be assigned to in courses at WashU. Roles and their permissions are summarized in the table in the next section.

Generally, course roles are not directly added into Canvas but are, instead, added by school registrars via [WashU Course Listings \(WUCRSL\)](#) and then flow into Canvas. The only exceptions to this process are the roles *Observer*, *Guest*, or *Guest Student*, which are directly added in Canvas by Canvas School Administrators with appropriate approvals.

You can think of Canvas Course Roles as one of two types:

- **WUCRSL Course Roles:** Request the addition of users in these roles to your course by contacting the administrator in your area/department who handles course listings. If necessary, contact your registrar's office. (Find your school's registrar on the [School Registrar Contact List](#)). These roles should **not** be added manually by Canvas School Administrators.
- **Exception Course Roles:** Request the addition of these users by contacting your [Canvas School Administrator](#). Be aware that anyone who needs access to Canvas **MUST** have an SIS ID and WUSTL Key.

You may also encounter two roles that are native to Canvas, but are not used by WashU: *Designer* and *Teacher*. Do not use these roles.

## Course Roles and Permissions

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The table below lists all Canvas roles and a summary of the permissions they provide. Please note, the permissions described below are not inclusive of every permission in Canvas.

Canvas Course Role	Type; How It Is Added	Role Details	Permissions Details
Instructor	WUCRSL role; added by school registrar	—	<i>Instructors have permissions necessary to teach the course.</i> Instructor <b>CANNOT</b> : <ul style="list-style-type: none"><li>• Add/remove instructors, AIs, TAs, or Graders</li><li>• Add/remove enrolled or waitlisted students</li></ul>
Student	WUCRSL role; added by school registrar	—	<i>Students have permissions necessary to participate in the course.</i>

Canvas Course Role	Type; How It Is Added	Role Details	Permissions Details
Wait List Student	WUCRSL role; added by school registrar	Not yet enrolled in a course; will convert to Student if space opens or else be dropped 2 weeks after term start	<i>Same permissions as Student</i>
Grader	WUCRSL role; added by school registrar	Grader with Gradebook access	<p>Grader <b>CAN:</b></p> <ul style="list-style-type: none"> <li>• Edit grades</li> <li>• Post to discussions</li> <li>• Read SIS data</li> <li>• See the list of users</li> <li>• Send messages to individual course members</li> <li>• Send messages to the entire class</li> <li>• View all grades</li> <li>• View all students' submissions &amp; make comments on them</li> <li>• View analytics pages</li> <li>• View and link to question banks</li> <li>• View announcements</li> <li>• View discussions</li> <li>• View the group pages of all student groups</li> <li>• View usage reports for the course</li> </ul>
UG Grader	WUCRSL role; added by school registrar	Undergraduate Grader with Gradebook access	<i>Same permissions as Grader</i>
TA	WUCRSL role; added by school registrar	Teaching Assistant with Gradebook access	<p>Teaching Assistant <b>CANNOT:</b></p> <ul style="list-style-type: none"> <li>• Add/remove instructors, AIs, TAs, or Graders</li> <li>• Add/remove enrolled or waitlisted students</li> <li>• Change course state</li> <li>• Manage (create / Edit / delete) course sections</li> <li>• Manage alerts</li> <li>• Manage learning outcomes</li> </ul>

Canvas Course Role	Type; How It Is Added	Role Details	Permissions Details
TA No GB	WUCRSL role; added by school registrar	Teaching Assistant with no access to Gradebook	TA No GB <b>CANNOT</b> : <ul style="list-style-type: none"> <li>Add/remove instructors, AIs, TAs, or Graders</li> <li>Add/remove enrolled or waitlisted students</li> <li>Change course state</li> <li>Edit grades</li> <li>Manage (create / Edit / delete) course sections</li> <li>Manage learning outcomes</li> <li>Moderate Grades</li> <li>View all grades</li> <li>View analytics pages</li> </ul>
AI	WUCRSL role; added by school registrar	Assistant in Instruction with Gradebook access	<i>Same permissions as TA</i>
AI No GB	WUCRSL role; added by school registrar	Assistant in Instruction with no access to Gradebook	<i>Same permissions as TA No GB</i>
UGTA	WUCRSL role; added by school registrar	Undergraduate Teaching Assistant with Gradebook access	<i>Same permissions as TA</i>
UGTA No GB	WUCRSL role; added by school registrar	Undergraduate Teaching Assistant with no access to Gradebook	<i>Same permissions as TA No GB</i>
Support	WUCRSL role; added by school registrar	Course Support with Gradebook access	Support <b>CANNOT</b> : <ul style="list-style-type: none"> <li>Add/remove instructors, AIs, TAs, or Graders</li> <li>Add/remove enrolled or waitlisted students</li> <li>See other users' primary email address</li> <li>View login ids for users</li> </ul>
Support No GB	WUCRSL role; added by school registrar	Course Support with no access to Gradebook	Support No GB <b>CANNOT</b> : <ul style="list-style-type: none"> <li>Add/remove instructors, AIs, TAs, or Graders</li> <li>Add/remove enrolled or waitlisted students</li> <li>Edit grades</li> <li>Moderate Grades</li> <li>See other users' primary email address</li> <li>View all grades</li> <li>View login ids for users</li> </ul>

Canvas Course Role	Type; How It Is Added	Role Details	Permissions Details
Mentor	WUCRSL role; added by school registrar	Mentor with Gradebook access	Mentor <b>CANNOT</b> : <ul style="list-style-type: none"> <li>Add/remove instructors, AIs, TAs, or Graders</li> <li>Add/remove enrolled or waitlisted students</li> <li>Change course state</li> <li>See other users' primary email address</li> <li>View login ids for users</li> </ul>
Mentor No GB	WUCRSL role; added by school registrar	Mentor with no access to Gradebook	Mentor No GB <b>CANNOT</b> : <ul style="list-style-type: none"> <li>Add/remove instructors, AIs, TAs, or Graders</li> <li>Add/remove enrolled or waitlisted students</li> <li>Change course state</li> <li>Edit grades</li> <li>Moderate Grades</li> <li>See other users' primary email address</li> <li>View all grades</li> <li>View login ids for users</li> </ul>
Observer	Exception role; added by Canvas School Admin. in accordance with school registrar policy	Read-only access to allow user to review course content	An Observer <b>CAN</b> : <ul style="list-style-type: none"> <li>View announcements</li> <li>View discussions</li> </ul>
Guest	Exception role; added by Canvas School Admin. in accordance with school registrar policy	—	A Guest <b>CAN</b> : <ul style="list-style-type: none"> <li>Create web conferences</li> <li>Post to discussions</li> <li>See the list of users</li> <li>Send messages to individual course members</li> <li>Send messages to the entire class</li> <li>View announcements</li> <li>View discussions</li> </ul>
Guest Student	Exception role; added by Canvas School Admin. only with documented, written approval from school registrar	Use <b>ONLY</b> in specific circumstances approved by school registrar; must maintain an electronic record (email/ticket) of request and approval	<i>Same Permissions as Student</i>