

ADDING PEOPLE TO YOUR CANVAS COURSE

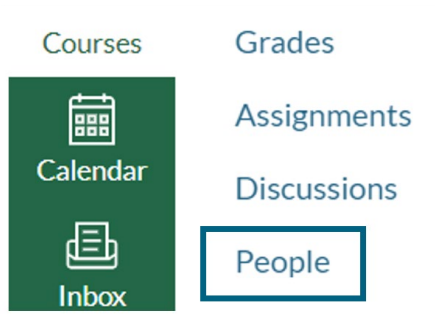
This guide outlines how to add people to your Canvas course and assign them a specific role.

PLEASE NOTE: This DOES NOT apply to students in Banner created courses. Only the Registrar's Office can add students and delete students within a course.

▶ Open the People Page

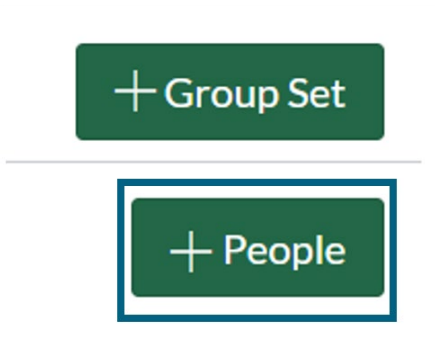
01

Click **People** in the left navigation menu.



02

Click on the **+People** button in the upper right.



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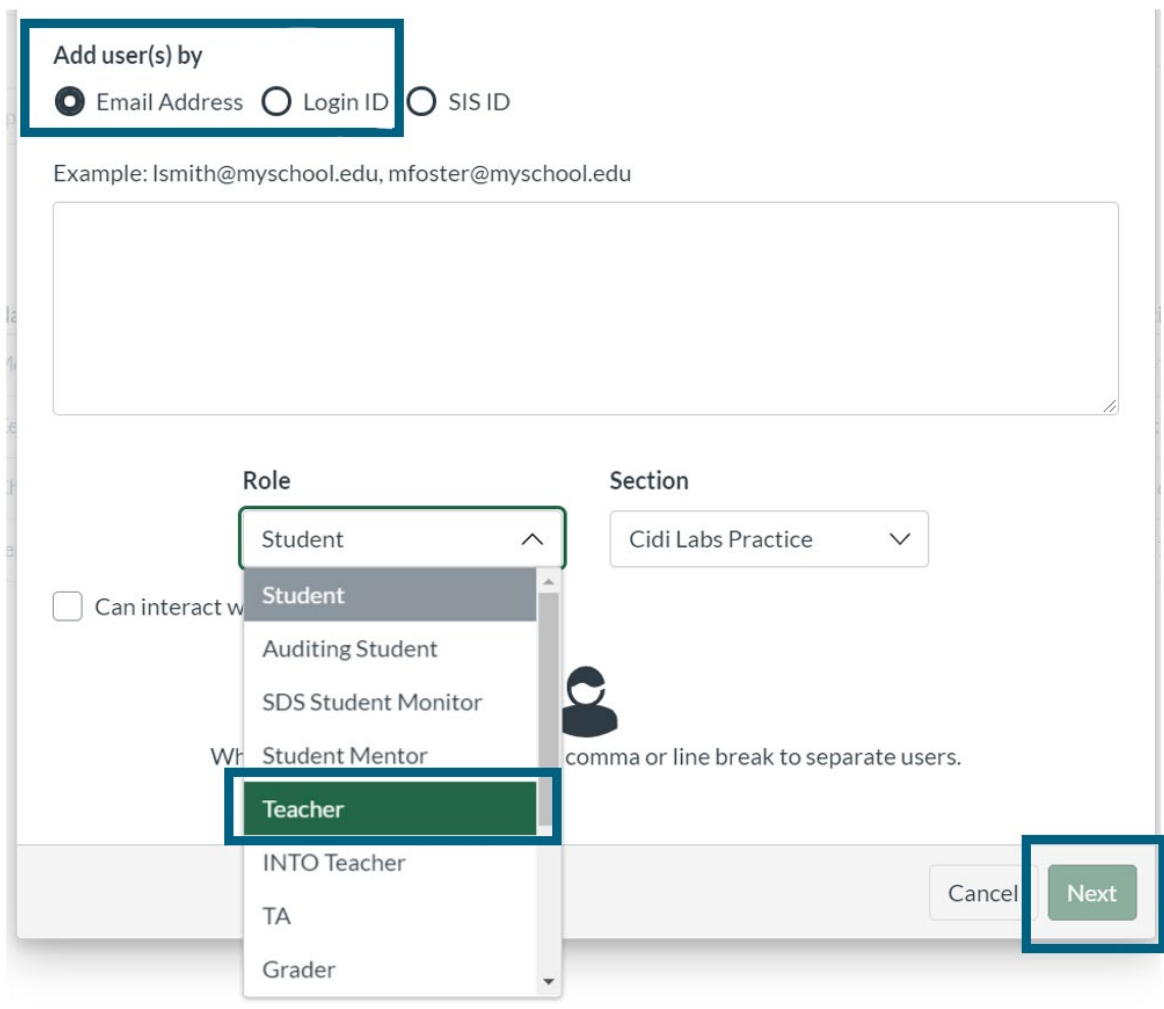
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Submit Email Addresses

01

Enter the user's **Email Address** or **Login ID** (NetID). Select a **Role** from the dropdown menu and then select **Next**.

***PLEASE NOTE:** you can only add people with roles **OTHER THAN** student.*



The screenshot shows a web interface for adding users. At the top, a box labeled "Add user(s) by" contains three radio buttons: "Email Address" (selected), "Login ID", and "SIS ID". Below this is a text input field with the example "lsmith@myschool.edu, mfooster@myschool.edu". A "Role" dropdown menu is open, showing options: "Student", "Auditing Student", "SDS Student Monitor", "Student Mentor", "Teacher" (highlighted with a blue box), "INTO Teacher", "TA", and "Grader". To the right, a "Section" dropdown menu shows "Cidi Labs Practice". A checkbox labeled "Can interact with" is visible. At the bottom right, there are "Cancel" and "Next" buttons, with the "Next" button highlighted by a blue box.

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Check Users

01

Confirm user's email address.

Add People
×

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

Name	Email Address	Login ID	SIS ID	Institution
Kelsey Martin	kelseymartin@usf.edu			University of South Florida

02

Select **Add Users**.

SIS ID	Institution
	University of South Florida

Cancel
Start Over
Add Users

Confirm Enrollment

01

You should now see each of your new users in the **Everyone** section of your **People** page.

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