

Adding People to a Canvas Course

Click on **People** in the course navigation menu



Click on the **+People** button



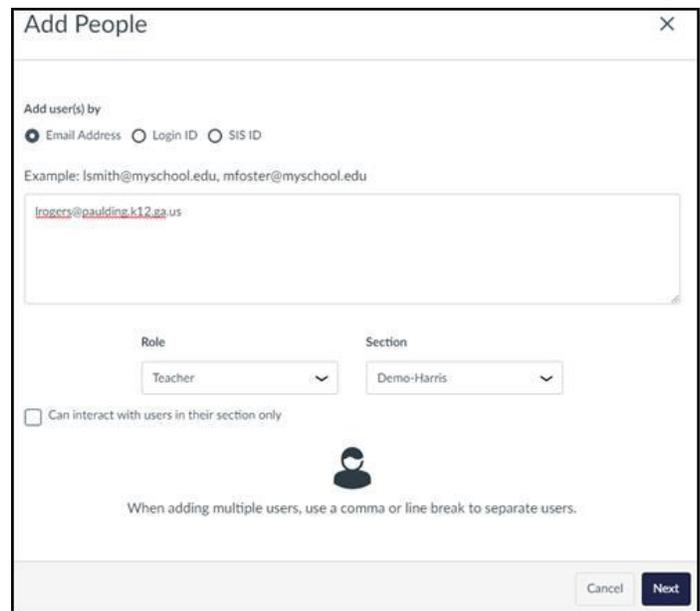
Type their email address in the Add People window.

Select a role:

Teacher – full access to all course content and tools

TA – same access as teachers except TA's cannot add other users to the course, publish the course, or set up learning outcomes

Observer – can see course content, but cannot modify it

The 'Add People' window shows options to add users by Email Address, Login ID, or SIS ID. An example email is provided, and a text input field contains 'lrogers@paulding.k12.ga.us'. Below are dropdown menus for 'Role' (set to 'Teacher') and 'Section' (set to 'Demo-Harris'). There is a checkbox for 'Can interact with users in their section only' which is unchecked. At the bottom are 'Cancel' and 'Next' buttons.

Add user(s) by
 Email Address Login ID SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

lrogers@paulding.k12.ga.us

Role: Teacher Section: Demo-Harris

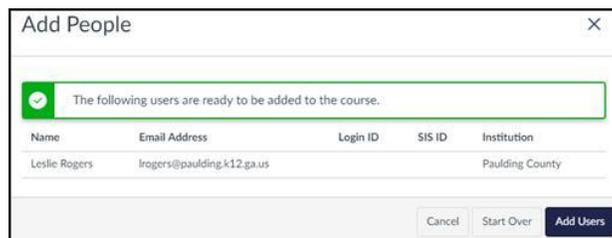
Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

Cancel Next

Click on **Next**.

Confirm that the email matches the user

The 'Add People' window shows a green checkmark icon and the message 'The following users are ready to be added to the course.' Below is a table with columns for Name, Email Address, Login ID, SIS ID, and Institution. The table contains one row for Leslie Rogers with email lrogers@paulding.k12.ga.us and institution Paulding County. At the bottom are 'Cancel', 'Start Over', and 'Add Users' buttons.

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

Name	Email Address	Login ID	SIS ID	Institution
Leslie Rogers	lrogers@paulding.k12.ga.us			Paulding County

Cancel Start Over Add Users

Click **Add Users**.

The user will get an invitation to the course (it will appear at the top of their Canvas dashboard when they login). They simply click to accept it and will be added to the course.