

CANVAS – How to Give Access to a Canvas Course

- Click on **People** in the left navigation
- Click the **+People** button on the right

The screenshot shows the 'Add People' dialog box in Canvas. At the top right, there are two buttons: '+ Group Set' and '+ People'. The '+ People' button is circled in red. Below these buttons is the 'Add People' dialog box. Inside the dialog, there are three radio buttons under 'Add user(s) by': 'Email Address', 'Login ID' (which is selected), and 'SIS ID'. Below the radio buttons is a text input field with the placeholder text 'Example: lsmith, mfooster'. A red arrow points from the 'Login ID' radio button to this text input field. Below the text input field are two dropdown menus: 'Role' (set to 'Student') and 'Section'. Below the dropdown menus is a checkbox labeled 'Can interact with users in their section only'. At the bottom of the dialog, there are 'Cancel' and 'Next' buttons. A person icon is also visible in the center of the dialog.

- Click the button for **Login ID**

In the box (under Example...) type the username(s) of the person (people) you wish to add. The *username* is the *first letter of the first name, the last name, and the last 3 digits of their ID number*. For example, jpeavler921, nskapura291.

- After entering the usernames (if more than one, separate them by a comma or enter), select the *role* for the person (people). Most common roles are Evaluator, Observer, Teacher, or TA.¹

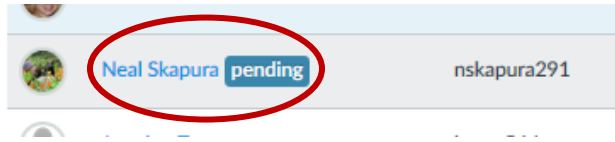
- Click **Next**
- Provided that you have entered valid username(s), you will see this:

Name	Email/Login
Neal Skapura	nskapura291

- Click **Add Users**

¹ Instructors are no longer able to add people with the Student role. If you have a need to add someone as a student, please contact the school Canvas administrator.

- In the next window, click **Done**
- The person you added will be in your list of people, with a pending indicator. This user, upon logging in to Canvas, will find an invitation to your course. He/she must click the Accept button to complete the process.



For more information on adding users, see the Canvas Guides:

<https://community.canvaslms.com/docs/DOC-2878>