

Manually Adding People to a Canvas Course

Steps for Adding People to a Canvas Course:

1. Go to the course.
2. Click on the **"People"** tab.
3. Click on the **" + People "** button on the top right hand side of the screen.
4. You have the option to add a user by **email**, **login ID**, or **SIS ID** (A number). After you determine which option works best for you, type the user info in the box.
5. Select the **Role** that is appropriate.
6. Select **"Next"** Canvas will check the system to find your user.
7. When you are ready, select **"Add User"**
8. The added user will receive email notification of the add.

IF you get this box...

Add People

! We were unable to find matches below.

Email Address
nmartinez@taftcollege.edu

Cancel Back Next

This means the user you are trying to add does not exist in Canvas. You will need help adding any users that are not already in Canvas. Please reach out to DE for help with those specific adds.



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Add People

Add user(s) by
 Email Address Login ID SIS ID
Example: lsmith@myschool.edu, mfoster@myschool.edu

Role: Student Section: Building Bridges
 Can interact with users in their section only

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

Add People

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

Name	Email Address	Login ID	SIS ID	Institution
Nicole Avina		navina		Taft College

Cancel Start Over Add Users