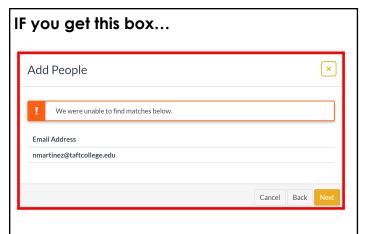
## **Manually Adding People to a Canvas Course**

## 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.



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.



