Adding Users to the Growing with Canvas Course

From the Growing with Canvas course menu, click on People.

Then click on the Add People button.

Add the person with their UTA email address and click on Next when ready. To add more than one person at a time, separate the email addresses with a comma and one space. Remember to add the person(s) as a Student.
You will be asked to confirm the enrollment(s). If the wrong person was selected, click on Start Over. If everything is correct, click on Add Users.

The person you added to the course will receive an email from UTA Canvas letting them know they were added to the course.

From: UTA Canvas [mailto:notifications@instructure.com]
Sent: Tuesday, January 15, 2019 12:12 PM
To: Roach, Melissa G
Subject: Course Invitation

You've been invited to participate in the course, Growing With Canvas. Course role: Student

Name: Melissa Roach
Email: mroach@uta.edu

Get Started

canvas

Click here to view the course page | Update your notification settings

The person needs to log into Canvas and accept the invitation to get started. This only needs to be done for courses where a person is manually added to a course.