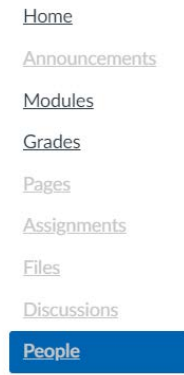


Adding Users to the Growing with Canvas Course

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



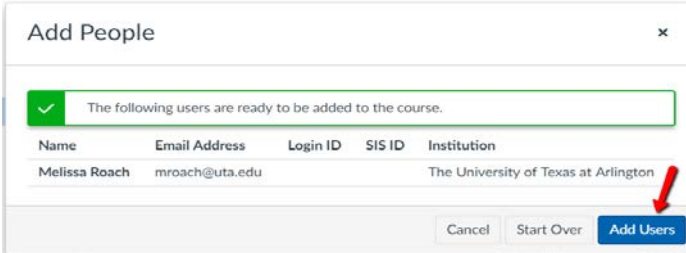
Then click on the Add People button.



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.

A screenshot of the 'Add People' dialog box in Canvas. The dialog has a title bar 'Add People' with a close button. Below the title, it says 'Add user(s) by' with three radio buttons: 'Email Address' (selected), 'Login ID', and 'SIS ID'. Below this, it shows an example: 'Example: lsmith@myschool.edu, mfooster@myschool.edu'. A text input field contains 'mroach@uta.edu', which is highlighted with a red rectangle. Below the input field, there are two dropdown menus: 'Role' (set to 'Student', highlighted with a red rectangle) and 'Section' (set to 'Growing With Canvas'). Below these is a checkbox labeled 'Can interact with users in their section only' which is unchecked. At the bottom, there is a small icon of a person and the text 'When adding multiple users, use a comma or line break to separate users.' At the very bottom right, there are two buttons: 'Cancel' and 'Next'. A red arrow points down to the 'Next' button.

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.



Add People [Close]

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

Name	Email Address	Login ID	SIS ID	Institution
Melissa Roach	mroach@uta.edu			The University of Texas at Arlington

Cancel Start Over **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

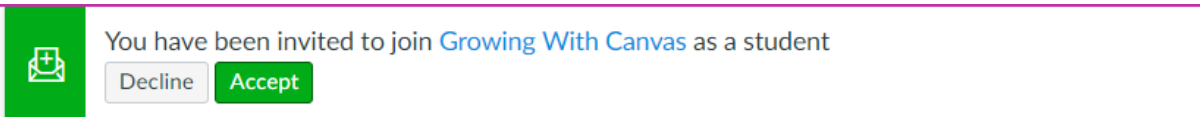
Name: **Melissa Roach**
Email: mroach@uta.edu


Get Started



[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.



 You have been invited to join **Growing With Canvas** as a student

Decline **Accept**