## Adding Students to a Canvas Course

## 1. Open a Canvas course and click on People

INTERACT > M	odules	
Home		View Progress + Module
Announcements		
Assignments	+ AGENDAS	$\circ$ + :
Discussions		
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People		
	•	
Files		
Syllabus		
Outcomes		
Quizzes		
Modules		
Conferences		
Collaborations		
Google Drive		
Office 365		
Studio		
Grade Sync		
Badges		

## 2. Once in *People*, click the blue button titled *+People*

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Announcements											
ssignments	Everyone Groups							+ Group Set			
iscussions	Search people	All Roles						+ People			
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	Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity				
llabus	🤭 🛛 Malena Mazurek	teacher-4	udcid_4	INTERACT	Teacher	Aug 27 at 8:14am	57:15	1			
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3. On the next screen begin to enter the students Gmail addresses

(<u>firstname.lastname@go-efsd.net</u>). Be sure to mark them as student. Then click *Next*.

Add People	×
Add user(s) by  Email Address O Login ID O SIS ID  Example: lsmith@myschool.edu, mfoster@myschool.edu	
	A
Role     Section       Student     INTERACT       Can interact with users in their section only	
When adding multiple users, use a comma or line break to separate users.	Next

4. On the next screen, verify that the students are Elizabeth Forward SD and then click *Add Users*.

\*\*\* If the email associated with the student is not their go-efsd.net email address, please contact Steve Hartnett. \*\*\*