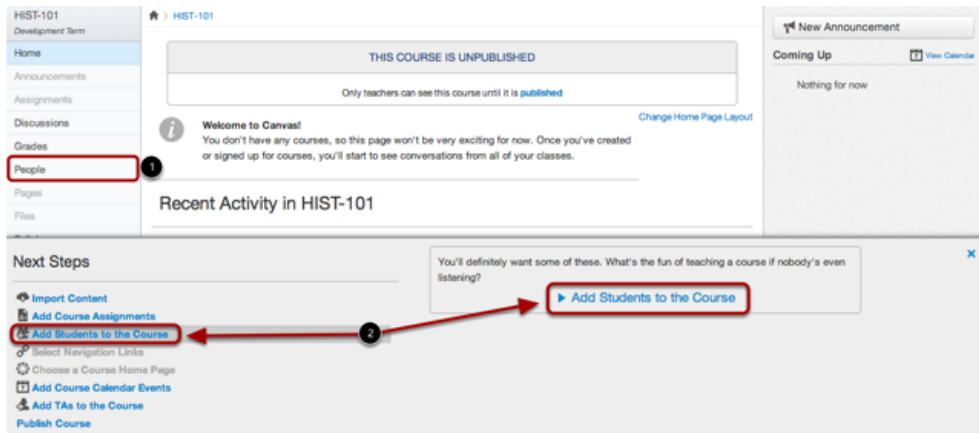
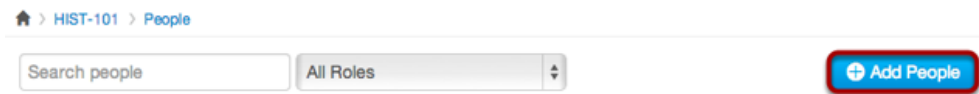


Adding Teachers to your Class

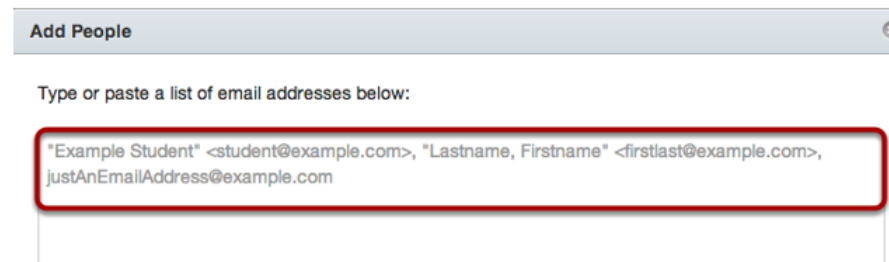
1.) Click People in the course navigation menu or from the course checklist.



2.) Click Add People



3.) Either type in the email addresses for the teachers you want to add or use the spreadsheet I sent out and just copy and pastes the emails you would like to add.



4.) Choose the role you want the teachers to have as they enter your class and what section you want to add them to if you have more than one section. Then click next.

Type or paste a list of email addresses below:

 1

Role: Student 2

Section: History 101 - Section C 3

4 Next

5.) If the teacher has a Canvas account their name will appear in the name column. Then click add users.

Validated and ready to add 1 users:

Name	Email
Jessica Doe 4	jessica.doe.canvas@gmail.com 1

2

3

Start Over

Add Users

Canvas will verify that the email is a valid email address [4]. If you are not ready to add the user, click the Start