UWL CANVAS GUEST ACCESS

There are a few different options for getting guests access, depending on the guest that needs it and what they need access for.

If you are bringing a guest lecturer into class by video, you can do that with multiple different video conferencing tools without having to add them to your Canvas course.

If the guest needs access to facilitate discussions or participate in assignments, then below are different ways to add a guest:

- Another instructor/staff member with a UWL email address can be added by the teacher of record.
    - Canvas course > People > + People
    - Note: If the instructor/staff member does not show up, they may need to log in to activate their Canvas account and then they can be added.
- An outside lecturer that will need more frequent access can be added as a Courtesy Scholar.
    - Instructor and department chair complete HR form for [miscellaneous email account](#) and the lecturer receives an UWL email.
    - Then follow instructions for adding with UWL email
- Off campus students without UWL email (examples include Extended Learning students, programs abroad that bring together students from other countries, etc.)
    - Contact a member of CATL: Stephanie Speer
    - Stephanie will work with the instructor to create another course shell through UW System Canvas and enroll UWL students in the UW System Canvas course. NOTE: The course will be housed through UW System but still show for UWL students and instructors in their UWL Canvas course list.
    - The instructor should send non-UWL students a special link to access and enroll in the course. Non-UWL students will access courses through UW System Canvas, not UWL Canvas.
    - If keeping track of grades in Canvas, the grades will need to be exported and imported back into the UWL course to sync with WINGS. Contact Stephanie if you need help with this process. Alternatively, grades can be manually added to UWL Canvas and/or WINGS.