Overview

In People, you can grant other colleagues, teaching assistants, and support staff access to your course. You may wish to add another person to your course to help you develop and manage the course site, to share ideas about teaching in your content area, or even to collaborate with colleagues working on a similar project or group site together. The people you assign can be given roles (see User Roles And Abilities) which will restrict access to certain features of your site. For example, you may wish to grant a colleague or a teaching assistant access to course modules, but not access to student grades.

As an instructor, you cannot grant UWL students access to your site. All students are added through UWL’s SIS registration system, such that only students officially registered for the course will be able to access the Canvas site.

To add users to your course:

1. From the Home page within your Canvas course select the "People" button from the left navigation bar.
2. Select the “+People” button

3. Add the email address of the person you would like to add to your course.

   **Remember to use the uwusername@uwlex.edu email format.**

4. Select the appropriate role for the individual: Teacher, Facilitator, TA, etc.

5. Click Next
A confirmation screen will appear once the user ID has been validated. Click "Add Users" to finish the process.

Canvas > Your Course > People> +People

1. Log in to Canvas.
2. Click the People button in your Course Navigation on the left.
3. Click +People.
4. Enter uwlax email, select a Role, click Next
5. Click the Add Users button.