Canvas
Adding Users to Active Courses

Center for Instruction and Technology
Canvas Support
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You can invite users to join your course at any time if the Add People button is available in the People page. When a user is added to a course, Canvas generates a course invitation notification via email that is also visible the next time the user logs into Canvas. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user’s status will display as pending.

- Only users with a valid USF id or email can be added to a course.
- If you have a Teacher role in a course, you can Add/Remove Teachers, TAs and Students.
- If you have a TA role, you can only Add/Remove Students.

Note
If the Add People button is greyed-out, please see this document [http://usfblogs.usfca.edu/canvasusf/adding-users-to-past-courses/](http://usfblogs.usfca.edu/canvasusf/adding-users-to-past-courses/)

Key Concepts about Canvas Enrollments

For Official Catalog courses (Canvas courses that also appear in Banner, the student information system) Teachers and Students are automatically enrolled through an automated process that syncs every couple of hours between Banner and Canvas. If a user is enrolled in the course in Banner, that user will show as enrolled in the Canvas course once the process runs.
How to Add Users to a Canvas Course

1. Once in your Canvas course, click on the People link in the left navigation menu.

2. Next, click on the +People button.
3. In the **Add People** Dialog box: 1. Click on the **Login ID** radio button. 2. Enter the **USF ids** of each person you wish to add to the course. The Id is the text right before the @usfca.edu or @dons.usfca.edu, in the user’s email. 3. Select the desired role 4. Select the **Next** button.
Multiple users can be added to the course by cutting and pasting from a spreadsheet, csv or text file. As long as there is one entry per line, the cut and paste will work. Also, Canvas will accept a full email addresses, however the @dons.usfca.edu address will not work. For student emails just enter the full email address without the dons. For instance for user jsmith@dons.usfca.edu, you can specify jsmith@usfca.edu. In order to specify the Email Address you must click the Email Address radio button.

4. In the Next Screen, you will get confirmation that the user(s) exist in the system. Click the Add users button to add the user(s) to your course and generate an invitation notification email. The user will be marked as Pending in your People list. Once the user accepts the invitation they will be able to participate in the course.