

# Manually Adding Students and Teachers in Canvas

In Canvas course sites for all Registrar courses, student enrollment automatically synchronizes with the Registrar's enrollment data. However, sometimes instructors may need to manually grant students or co-instructors access to their Canvas sites. This document describes the steps to add these people to your course. You can find more information on roles in Canvas at [courses.uchicago.edu/canvas-transition/canvas-roles](https://courses.uchicago.edu/canvas-transition/canvas-roles).

## Tips for Adding Students and Co-Teachers

### 1 Choose the correct role

Students or instructors who are not officially listed on the course roster should be added as Manually Added Student or Co-Teacher. The Student and Teacher Roles are used by the Registrar Office's feeds for users that have officially registered for the course.

### 2 Verify CNetIDs

Make sure that you have the correct CNetIDs for the people you are adding. Look for a green check mark after clicking Next to confirm that the users are recognized by Canvas, otherwise, start over and check your spelling or email [canvas@uchicago.edu](mailto:canvas@uchicago.edu) for help.

### 3 Most students will be added automatically

Your course roster will automatically sync with the Registrar, so there is usually no need to manually add enrolled students. They will be added to the course within 24 hours of registering.

## Adding People in Canvas

A Teacher, Co-Teacher, or TA of a course can use the People page in Canvas to view and manage the people in the course. To add people to your course:

1) — Select People in your course navigation menu



2) — Click the maroon +People button.



3) — Enter the CNetID of the new user. Do not add people with CNetIDs by email addresses. You can add users in bulk with a comma-separated list.

Add user(s) by

- CNetID  
 Non-UChicago User: Email Address

Example: lsmith, mfooster

4) — In the dropdown menus, choose the correct role and section. The role should be either Manually Added Student or Co-Teacher.

Role  
Manually Added Student ▼  
Section  
Test Course ▼

5) — Press the maroon Next button, and verify that you see a green check mark. Cancel or Start Over if you do not see a green check mark.

Add People

The following users are ready to be added

Name	Email Address	Logi
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6) — If you see a green check mark, press the maroon Add Users button.

Add Users

# Inactive Students and Teachers in Canvas

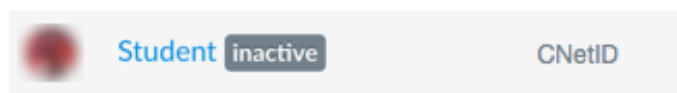
*Teachers, Co-Teachers, and TAs may see users labeled as “inactive” on Canvas. This section describes what “inactive” status means and when a user may be marked “inactive.”*

## What Does “Inactive” Entail?

When a student or teacher is no longer enrolled in a course, they are not removed. Instead, they are marked “inactive.” Inactive users cannot access any of the course materials or interact with the course, so inactive students cannot submit assignments or participate in discussions, and inactive teachers cannot view or grade student submissions or participate in discussions.

Previous work of inactive users is preserved. For students, this includes submitted assignments and discussion posts; for teachers, this includes grades, comments on assignments, and discussion posts. Inactive users are not removed from the course site so that student work and grades are preserved and they can become actively enrolled again without losing their previous progress.

## Main Reasons That Users Become Inactive



### 1 Student has dropped the course

When a student drops a course, this is automatically reflected in Canvas. Any previous course activity for the student is not removed from the course, but they can no longer participate.

Note that students may temporarily appear inactive if they are switching sections, but this will be fixed once the Registrar updates the enrollment data.