How to add students to a Canvas class

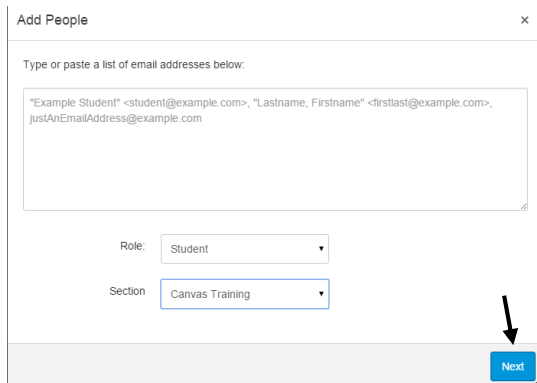1. Click on People on the left side of the page

   Canvas

   Home

   Announcements

   Assignments

   Discussions

   Grades

   People

   Pages
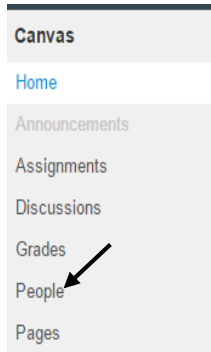
2. Click on +people on the right side of the middle window

   ♠ > Canvas > People

Everyone	Groups		+ Group Set

   Search people | All Roles ▼ | + People
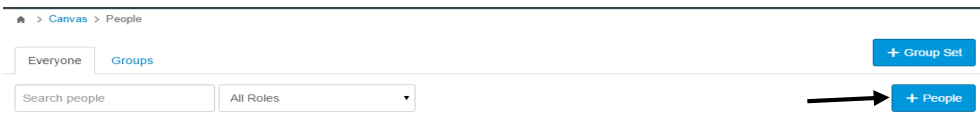
3. Type the students ID# in the box, separated by a coma if you are adding more than one student. Make sure that they are in the correct section, and click next.

   Add People   ×

   Type or paste a list of email addresses below:

   "Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

   Role: Student ▼

   Section   Canvas Training ▼

   Next

4. Then click add users, and they will be added to that section.

   Add People   ×

   Validated and ready to add 1 users:

Name	Email/Login

   Start Over | Add Users