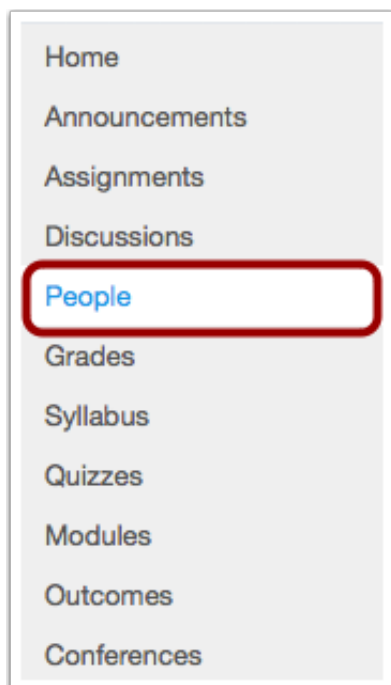


How do I add a designer or TA to my course?

 Version 5

You can add a designers, TA's, and other roles to your course. By default, Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.

Access People



In Course Navigation, click the **People** link.

Add People

All Roles

Click the **Add People** button.



Submit User ID's

Add People

enroll MTU Users by their User ID only (everything before @mtu.edu in their email address)

Type or paste a list of email addresses below:

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

1

Role:

Designer

2

Section

Biology 101

3

Type or paste an email address or several email addresses in the type field [1]. Select the role option in the Role drop-down menu [2]. Assign a section in the Section drop-down button [3]. Click the **Next** button [4].

User Registration Error Message

Add People

These users had errors and will not be added. Please ensure they are formatted correctly.

Examples: user@example.com, "First Last" <user@example.com>, "Last, First" <user@example.com>

If your format is correct, contact your Canvas Admin to ensure the user has a Canvas account.

- designer

Start

If you see the user registration error message, ensure the email address is formatted correctly. If the email address is formatted correctly, you should contact your admin for assistance.

Check People

Add People

Validated and ready to add 1 users:

Name ¹	Email/Login
Canvas Designer	cnvsdesigner@gmail.com

² Start Over

³ Add U

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the **Start Over** button [2]. Otherwise click the **Add Users** button [3].

Note: If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field. Otherwise the name field will remain blank.

Confirm Enrollment

Add People

The following users have been enrolled




Name	Email	Section
Designer, Canvas	cnvsdesigner@gmail.com	Biology 101

1
Add More Users

Canvas will verify your enrollment. To add more users, click the **Add More Users** button [1]. To return to the People page, click the **Done** button [2].

View Pending Enrollment

2 invitations haven't been accepted. [Resend](#)

Name	Login / SIS ID	Section	Role	Last Activity
 Emily Boone	emily.boone.canvas@gmail.com	Biology 101	Student	Jun 1 at 4:03pm
 Jordan Dayton	jordan	Biology 101	Teacher	May 22 at 11:24am
 Canvas Designer pending	cnvsdesigner@gmail.com	Biology 101	Course Designer	

The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.

Note: It could take up to 24 hours for users to receive their invitations.

867 Views

Categories: Canvas Instructor Guide

Tags: **instructor**, **people**

Average User Rating



(1 rating)

0 Comments

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