How to add a user to your Canvas Course:

1) Locate and **click on People** on the left side of your course page.

   Home
   Announcements
   Assignments
   Discussions
   **People**
   Pages
   Files
   Syllabus

2) This will display everyone currently associated with your course and their Roles (Roles are similar to Blackboard Roles, just with different names). **Click on + People** on the far right.

3) From here proceed with the following steps:
   - Type in my username (not my email address): **zeden2**
   - Select my Role as **Course Designer** (otherwise I’m unable to edit your course page to add reserves)
   - Click **Next** and Canvas will recognize me (Zachary Eden)
   - Click **Add Users** and you should be all set!