

How to add a user to your Canvas Course:

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



- 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!