Canvas: Enrolling People into a Course

Summary

Use this article to learn about the process for adding people to a course in Canvas. Courses at Yale SOM are hosted on Canvas.

Step-by-step guide

To manually enroll people into a course:

1. Confirm that the person to be added has a Canvas account
   a. If the person does not have a Canvas account, please see the Requesting a Canvas Account Confluence page
2. Keep in mind that students who need to be added to a course must go through the Registrar’s Office
3. Navigate to Canvas, https://canvas.yale.edu/, and login
4. In Course Navigation, click People
5. Select the +People button
6. Enter the person’s NetID in the box provided:
   a. If the person is a non-Yale user, enter his/her email address in this field
   b. If multiple people need to be added, separate their NetID’s/emails with a comma
7. Select the Role the user will need
8. Select the Section the user will need to be enrolled in, and click Next
9. On the next pop-up box, click Add Users
10. The user should now be enrolled in the course

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