

How to Add Students/Participants in an "Organization" course

If you have been given the role of "Org Leader" in your asynchronous course (known as "organizations" by e-Learning), you will be able to enroll students/participants that have existing user accounts in Canvas.

You will need the email addresses of the people you want to add to the course.

How to enroll people:

- 1. Login to Canvas (lcsc.instructor.com), then go into the course
- 2. In the left-hand course menu, go to "People"
- 3. In the upper right, select "+People"

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Courses	Grades Syllabus	ø	Search people		All Roles	~		+ P6	eople
	Announcements	Ø							
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æ	Discussions	ø	Name	Section		Role	Last Activity	Total Activity	
Inbox	Assignments	ø	٢						
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0	Pages	Ø	2 Willie Wildca	t		Org Leader	Jun 9 at 2:12pm	06:36	1
Help	Files	ø							

- 4. The "Add People" box will appear
 - a. Add user(s) by Email Address
 - b. Enter the email addresses of the student/participants; When adding multiple users, use a comma or line break to separate users. (you can copy/paste addresses into this box)
 - c. Select the Role of the user(s) you are adding. Most often, this will be "student"
 - d. Select "Next" to move to the confirmation screen

Add Peop	le		,
Add user(s) by			
Email Addres	ss O Login ID		
Example: lsmith@	emyschool.edu, mfoster@mys	chool.edu	
В			
_	Role	Section	
C	Student	Respondus LockDow	n E 🗸
	with wears in their contine and		
Can interact	with users in their section only	4	
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W	/hen adding multiple users, us	e a comma or line break to sepa	arate users.



5. A confirmation screen will appear with all the users you added, review the list to confirm you are adding the correct people.

The following users are ready to be added to the course. Name Email Address Login ID Institution	
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- a. If correct, click "Add User"
- b. If incorrect, click "Start Over"
- 6. The added user(s) will now receive a notification from Canvas to accept their addition to the course. They will then be able to access the course from their Dashboard in Canvas.