

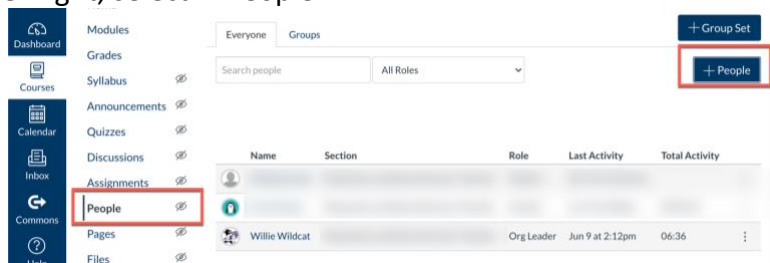
How to Add Students/Participants in an “Organization” course

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.

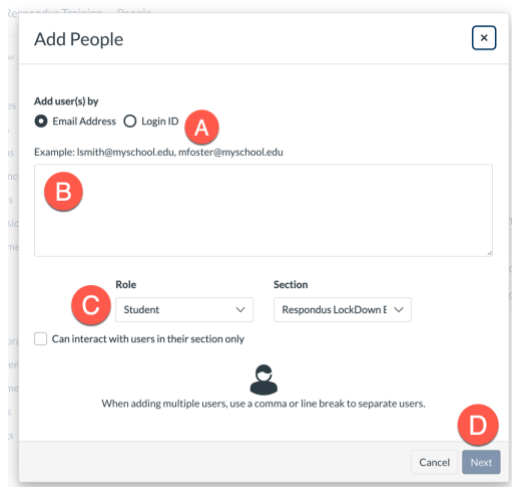
You will need the email addresses of the people you want to add to the course.

How to enroll people:

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



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





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

Add People ✕

✓ The following users are ready to be added to the course.

Name	Email Address	Login ID	Institution
Herbie Husker	clk959		Lewis-Clark State College

Cancel Start Over Add Users

- 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.