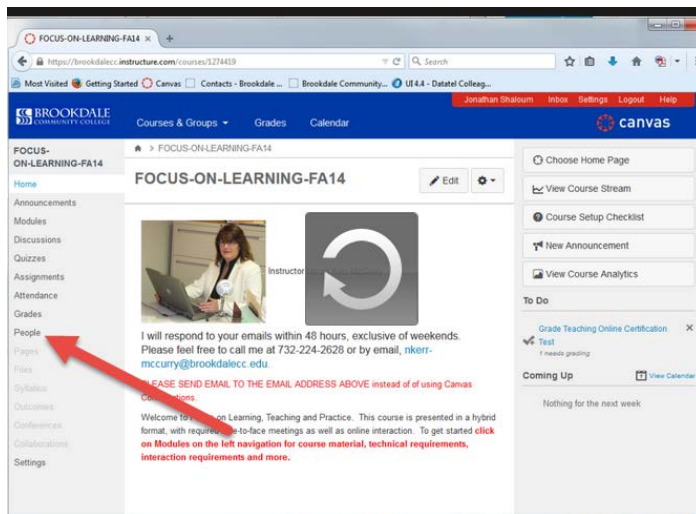


Canvas Tips for Faculty

View/Edit the Roster

1. The people button in the left hand navigation allows you to view all of the students and other users enrolled in your course.



2. Clicking on the people tab gives you a view of your roster. Notice that it lists everybody's name, login ID, and section.

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Maria Breger	mbreger	FOCUS-ON-LEARNING-FA14	Teacher	Apr 22 at 11:04am	29:48
Caitlin Burns	cburns	FOCUS-ON-LEARNING-FA14	Student	Nov 29, 2014 at 1:51pm	17:22:46
Joseph Cagliostro	jcagliostro	FOCUS-ON-LEARNING-FA14	Student	Nov 28, 2014 at 12:02am	13:30:27
Sheila Duane	sduane	FOCUS-ON-LEARNING-FA14	Student	Dec 18, 2014 at 10:28am	20:46:04
Marlena Frank	mfrank	FOCUS-ON-LEARNING-FA14	Student	Jan 23 at 2:50pm	10:39:29
Anne Gilson	agilson	FOCUS-ON-LEARNING-FA14	Student	Dec 22, 2014 at	09:42:44

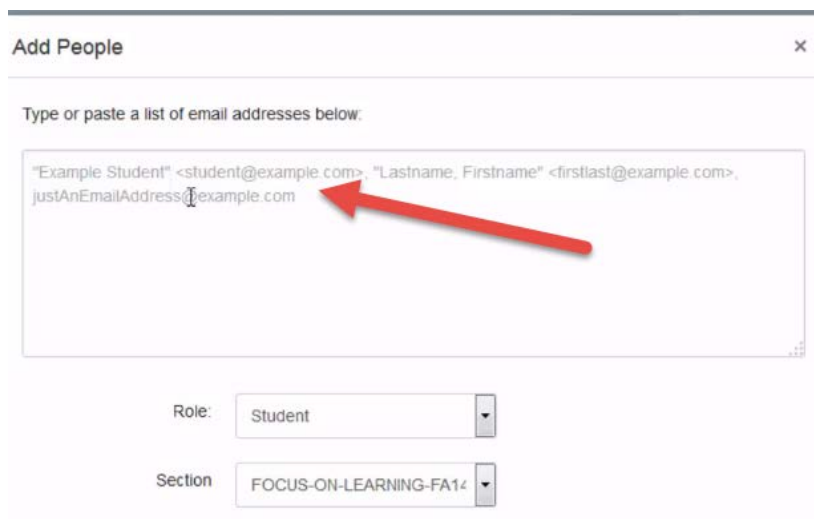
3. It is important to note that you do not need to manually enroll students in the course. That will happen automatically by SIS import when they register.

4. You may wish to enroll another faculty member as a TA on your course.

Click the **Plus People** or **Add People** button.



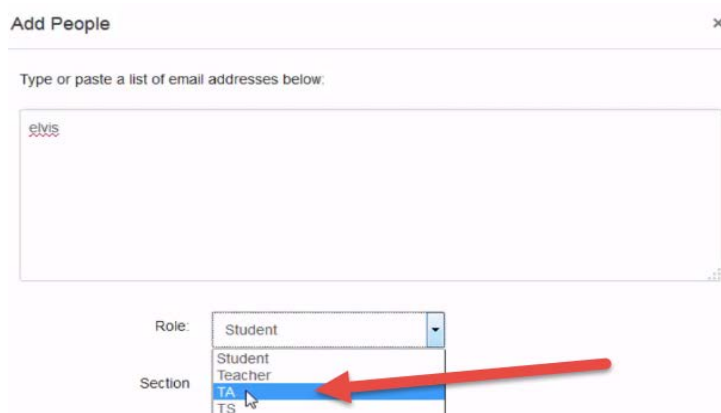
5. User ID is the only input that will work. Enter first initial and last name.



A screenshot of the "Add People" dialog box. The title bar says "Add People" with a close button (x). Below the title bar, it says "Type or paste a list of email addresses below:". There is a text input field containing the text: "Example Student" <student@example.com> "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com. A red arrow points to the text in the input field. Below the input field, there are two dropdown menus: "Role:" with "Student" selected, and "Section:" with "FOCUS-ON-LEARNING-FA14" selected.

6. To add someone as a TA for this course. Enter the first initial and last name.

Then select **TA** from the drop down menu.



A screenshot of the "Add People" dialog box. The title bar says "Add People" with a close button (x). Below the title bar, it says "Type or paste a list of email addresses below:". There is a text input field containing the text: "elvis". Below the input field, there are two dropdown menus: "Role:" with a dropdown menu open showing "Student", "Teacher", "TA", and "TS". The "TA" option is highlighted in blue, and a red arrow points to it. The "Section:" dropdown menu is also visible below it.

7. Click **Next**.

8. Then click **Add User**.



9. We receive a prompt to ensure that we've selected the right user. And it shows that the user has been enrolled.

10. Click **Done**.

