How do I add participants to my Canvas course?

Tell Me

You can add people to your courses. It is best to add them by their eight character NinerNET user name

1. Access your Canvas course
2. On the left side of the page, click the People link. The People page is displayed
3. Click +People. The Add People dialog box is displayed
4. In the Add user(s) by area, select Login ID
5. In the text box, type the NinerNET user name of the person you want to add
6. In the Role drop-down box, select the access the person will have in the course
7. Click Next
8. If the correct participant is found, click **Add Users**. Otherwise, click **Start Over**
9. The participant will receive an email notification that they are invited to be a member of your course and a notice will be displayed on the dashboard

---

**Related FAQs**

**Content by label**

There is no content with the specified labels