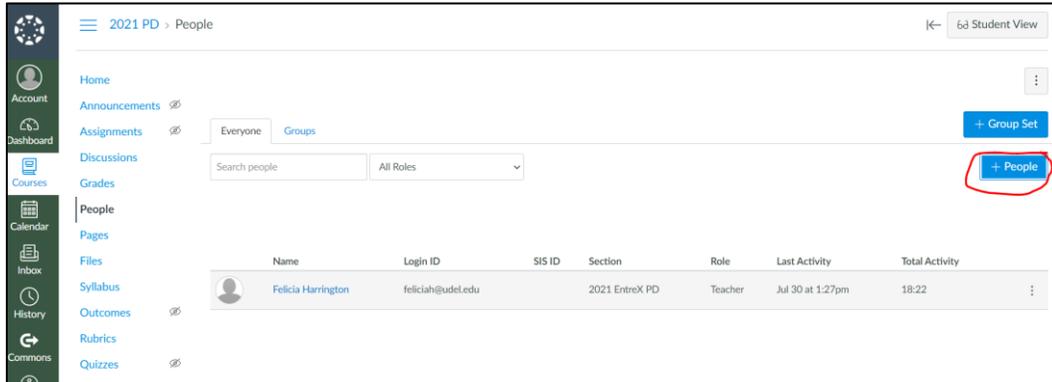


Invite Students to a Canvas Course

1. Create a list of student email addresses. These may be school or personal emails – the student will need to be able to access that email in order to accept the course invitation
2. In a new browser tab or window, **login to Your Canvas Site**
3. Select your course from the **Courses** menu at the top
4. Click **People** on the left side navigation bar
5. Select the blue **+People** button in the upper right corner



6. Copy and paste a list of student email addresses in 'Email Addresses' field. Emails MUST be separated by a comma or a line break. Select 'student' in the role field and your course for section. Click **Next**.

The 'Add People' dialog box is shown. It has a title bar with a close button (X). Below the title, there are radio buttons for 'Add user(s) by': 'Email Address' (selected), 'Login ID', and 'SIS ID'. Below that is a text area labeled 'Email Addresses (required)' containing a list of email addresses: student@gmail.com, otherstudent@gmail.com, thatstudent@gmail.com, favoritestudent@gmail.com, deservesanAstudent@gmail.com, besteverstudent@gmail.com, and favoritestudent247@gmail.com. Below the text area are two dropdown menus: 'Role' (set to 'Student') and 'Section' (set to '2021 EntreX PD'). There is a checkbox labeled 'Can interact with users in their section only' which is unchecked. At the bottom, there are 'Cancel' and 'Next' buttons.

7. Type in the first and last name for each student. Click **Next**.

The screenshot shows a dialog box titled "Add People" with a close button (x) in the top right corner. At the top, there is an orange error message box with a white exclamation mark icon. The message reads: "We were unable to find matches below. Select any you would like to create as new users. Unselected will be skipped at this time." Below the message is a table with two columns: "Name" and "Email Address". The first row has a checked checkbox, a text input field containing "First Name Last Name", and the email address "student@gmail.com". The following seven rows have unchecked checkboxes and the text "Click to add a name" in the Name column, with various email addresses in the Email Address column. At the bottom right of the dialog are three buttons: "Cancel", "Back", and "Next".

<input type="checkbox"/>	Name	Email Address
<input checked="" type="checkbox"/>	First Name Last Name	student@gmail.com
<input type="checkbox"/>	Click to add a name	otherstudent@gmail.com
<input type="checkbox"/>	Click to add a name	thatstudent@gmail.com
<input type="checkbox"/>	Click to add a name	favoritestudetn@gmail.com
<input type="checkbox"/>	Click to add a name	deservesanAstudent@gmail.com
<input type="checkbox"/>	Click to add a name	besteverstudent@gmail.com
<input type="checkbox"/>	Click to add a name	favoritestudent247@gmail.com

8. A green bar will appear across the top confirming users are ready to be added. Click the blue **Add Users** button.

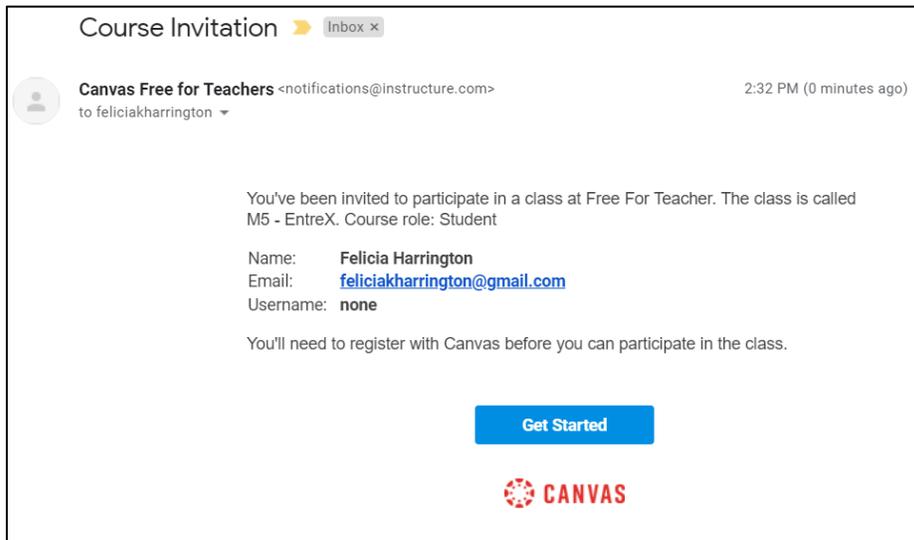
The screenshot shows the "Add People" dialog box with a green success message box at the top. The message reads: "The following users are ready to be added to the course." Below the message is a table with five columns: "Name", "Email Address", "Login ID", "SIS ID", and "Institution". The first row contains the name "Felicia Harrington", the email address "feliakharrington@gmail.com", and the institution "Free For Teacher". At the bottom right of the dialog are three buttons: "Cancel", "Start Over", and "Add Users".

Name	Email Address	Login ID	SIS ID	Institution
Felicia Harrington	feliakharrington@gmail.com			Free For Teacher

9. You will return to the main People screen and see a list of students who have been invited. There will be a blue 'pending' box located to the right of each name until a student has accepted the invitation to join the course. The three dots at the end of a student's row will open a drop down menu. There options to 'Resend Invitation' or 'Remove from Course'. If there was an error with the email address, remove the student from the course and readd the individual with the corrected email.

The screenshot shows a user profile card for "Felicia Harrington" with a blue "pending" status tag. The card also displays "2021 EntreX PD" and "Student" as details. A three-dot menu icon is visible on the right side of the card.

10. Students will receive an email inviting them to register with Canvas to participate in the class.



11. Students will be asked to create a password and set their time zone. They will be regularly logging into the canvas platform, so encourage them to utilize something they will remember!

The image shows the Canvas registration page. At the top left is the Canvas logo. The main heading is "Welcome Aboard!". Below this, a message says: "In order to finish signing you up for the course M5 - EntreX, we'll need a little more information." The registration form includes: "Login:" with a text box containing "feliciakharrington@gmail.com"; "Password:" with an empty text box; "Time Zone:" with a dropdown menu showing "Mountain Time (US & Canada)"; a checked checkbox for "I want to receive information, news and tips from Instructure"; and an unchecked checkbox for "I agree to the Acceptable Use Policy". At the bottom are two buttons: "Back" and "Register".