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”

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 Screen]

   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.