

## Adding an Instructor to a Canvas Course

This process only works when adding a TA or Professor to your course. *Do not try adding a student like this—that is handled through the Registrar.*

1. Go to your course in Canvas.
2. Select **People** from the left-hand menu.
3. Select + **People** from the upper right corner. This pulls up a window.
4. Choose Add user(s) by **Login ID**. Using an email address will fail to add the user if they have not added that email to Canvas.
5. Enter the user's FSUID into the text editor. You can add multiple users by separating each FSUID with a comma.
6. Choose **TA** or **Teacher** for the user's role.
7. Select **Next**.
8. Confirm that the users are correct and select **Add Users**.

Added users will receive an email and Canvas notification with an invitation to join the class. Until they accept, their status will be "Pending" in Canvas.