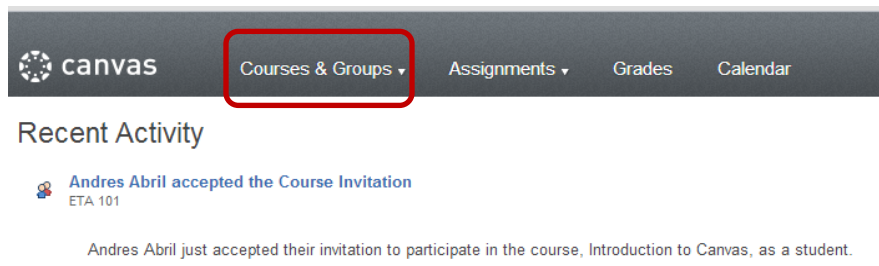


## Adding a New User

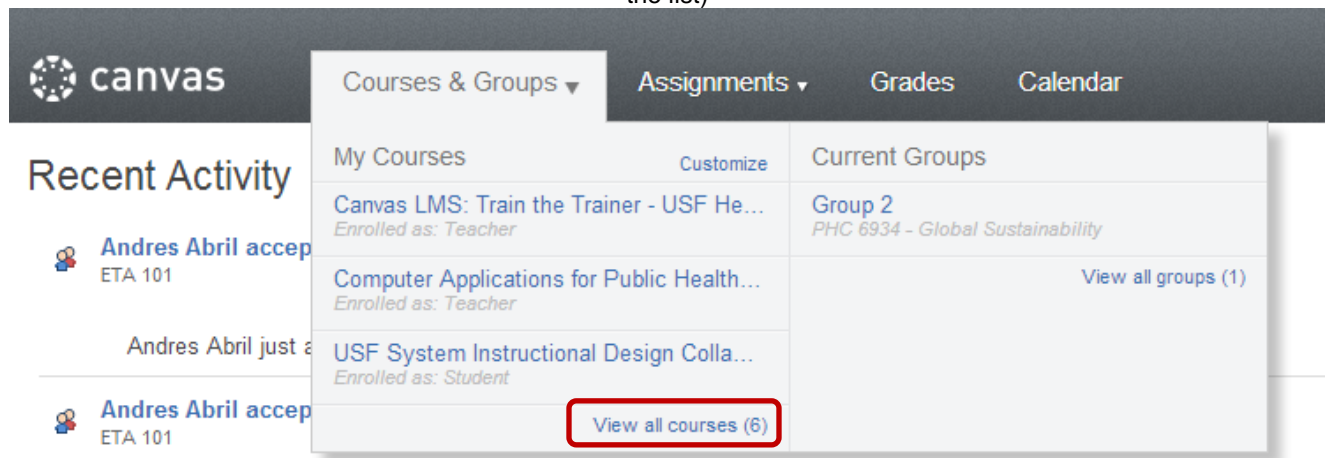
1. Go to: [usflearn.instructure.com](https://usflearn.instructure.com)
2. Enter your *netID* and *password*



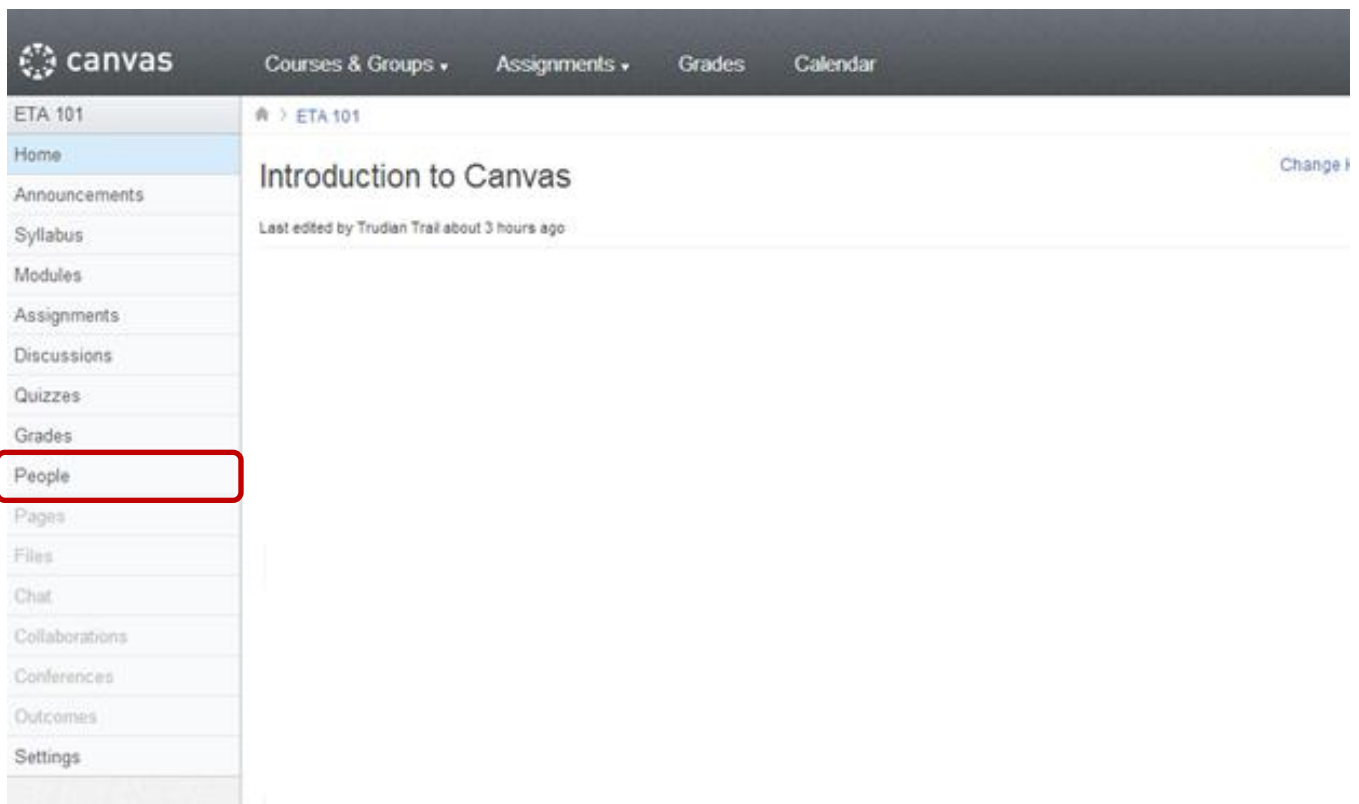
3. Rollover **Courses & Groups**



4. Select a course from the list (if you do not see your course listed click on 'view all courses' at the bottom of the list)

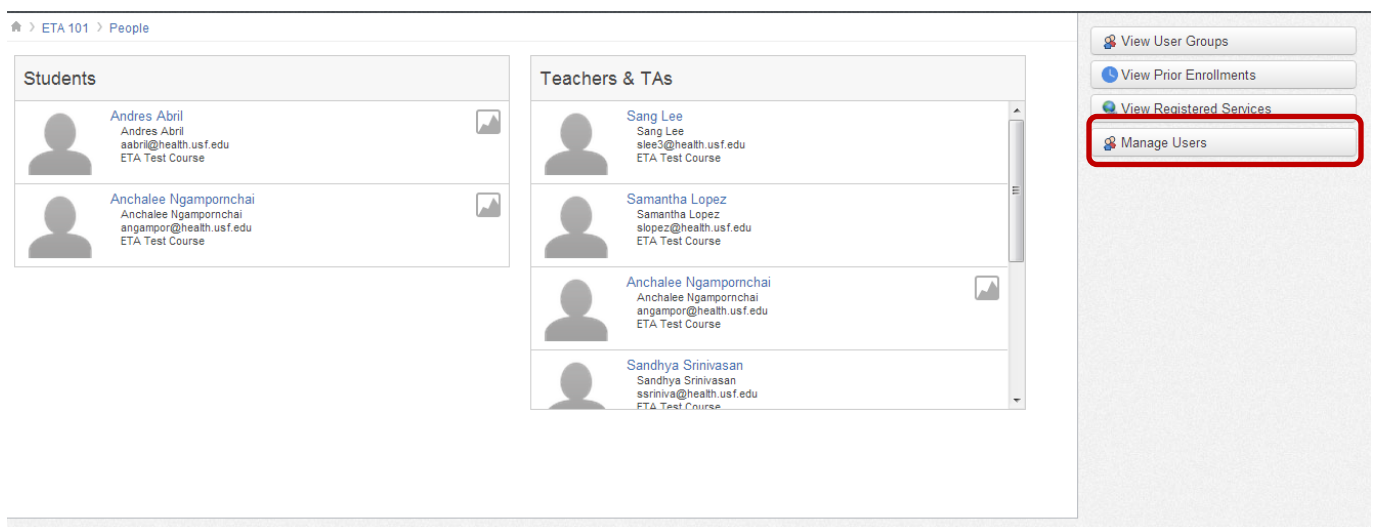


## 5. Select **People**



The screenshot shows the Canvas LMS interface for a course titled "Introduction to Canvas". The left-hand navigation menu is visible, with the "People" option highlighted by a red rectangular box. The main content area shows the course title and a "Change" button.

## 6. Click on the **Manage Users** button

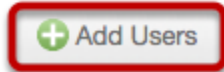


The screenshot shows the "People" page in the Canvas LMS. The page is divided into two main sections: "Students" and "Teachers & TAs". The "Students" section lists two users: Andres Abril and Anchalee Ngampornchai. The "Teachers & TAs" section lists four users: Sang Lee, Samantha Lopez, Anchalee Ngampornchai, and Sandhya Srinivasan. On the right side of the page, there is a vertical menu with several buttons: "View User Groups", "View Prior Enrollments", "View Registered Services", and "Manage Users". The "Manage Users" button is highlighted with a red rectangular box.

7. Click on the **Add Users** button to add a user

Allgood, Michelle  
 Michelle Allgood  
 michelle@instructure.com  
 linked to: Agent 86

Brown, Alli  
 Alli  
 alli@instructure.com  
 linked to: Agent 99

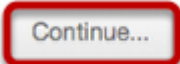
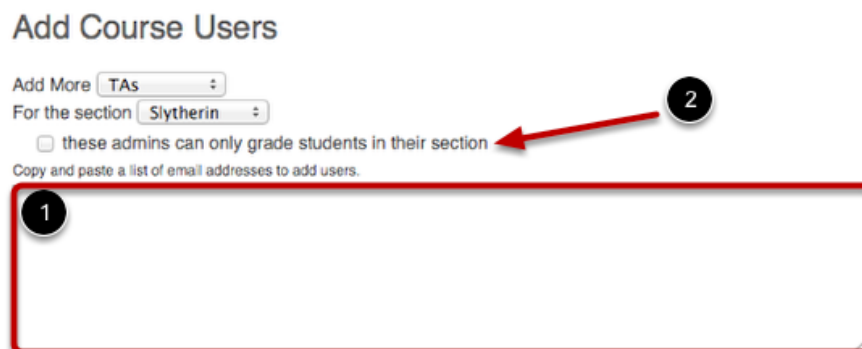


8. Click on the drop-down menu [1] and select what type of user you want to add (*You can choose from Students, Teachers, TAs, Observers, and Designers*)



9. Type or copy and paste a list of NetIDs or email addresses to add users [1]. Separate multiple users with a comma.

a. *You can set grading privileges by selecting the **these admins can only grade students in their section** checkbox [2].*



10. Select

11. If the information displayed in the text box [2] is correct Select the **OK Looks Good, Add This [#] User** button [1] to add new users to your course.
  - a. If the information displayed in the text box [2] is incorrect, you can edit the information by clicking on the **Go back and edit the list of users button** [3].

### Add Course Users

Add More TAs

For the section Slytherin

these admins can only grade students in their section

Maxwell Smart  
agent.86.canvas@gmail.com

2

1 OK Looks Good, Add This 1 User

Go back and edit the list of users 3