Adding a New User

1. Go to: 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**

![Canvas interface](image)

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

![Add Users button](image)

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)*

![Add Course Users](image)

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].

![Add Course Users](image)

10. Select

    ![Continue...](image)
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].