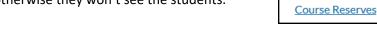
CANVAS: How to enroll participants other than registered students

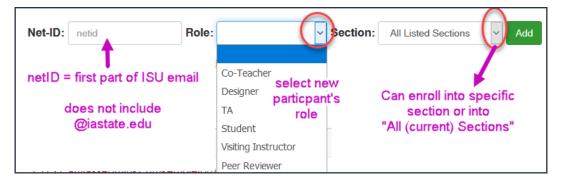
The process for enrolling participants who have a netID but who are not credit earning students is started from inside your course. The **ISU AdminTools**** link must be visible to the instructor, somewhere on the course menu.

IMPORTANT: When you enroll Registrar classlists into your course, it creates new enrollment section. Previously enrolled TAs and Co-Teachers will need to be enrolled into the news section otherwise they won't see the students.



How to add TA, Co-Teacher, Course Designer, Visiting Instructor:

- Click "ISU AdminTools"
- If prompted to do so, click "Authorize" to allow the tool to connect to Canvas
- Click "Manage Additional People"
- For each new participant: enter their netID, select a role, select the enrollment sections they should see, and then click the "Add" button.
 - \circ $\;$ The sections containing students have names such as "Section 1", "Section XW".
 - The section that has the same name as the account contains no registered students.
 - By default, participant can only see people in the same section(s) they are enrolled in.



Complicating Circumstances:

- 1. Students cannot see the course until it is published and after the Start date
- 2. Only people with an ISU NetID can be enrolled (see tip for sponsoring a netID)
- 3. Don't enroll the same netID into the course with multiple roles.

** How to add the ISU AdminTools to the Course Menu:

- Go to the Course Menu and click "Settings"
- Click the "Navigation" tab
- Drag 'ISU AdminTools' from the bottom table to the top table
- Scroll down and click the red "Save" button,

Save

Course Details Sections Navigation	Apps F
Drag and drop items to reorder them in the cour	se navigation.
Home	
Modules	:
Announcements	:
Course Reserves	4 :
Drag Items here to hide them from students. Disabiling most pages will cause students who visit those pag the course home page.	ges to be redirected to
ISU AdminTools Page disabled, won't appear in navigation	(
Files Page disabled, will redirect to course home page	:

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