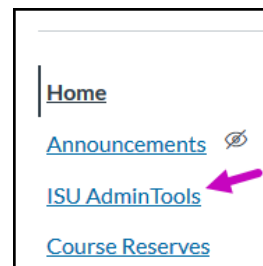


CANVAS: How to enroll participants other than registered students

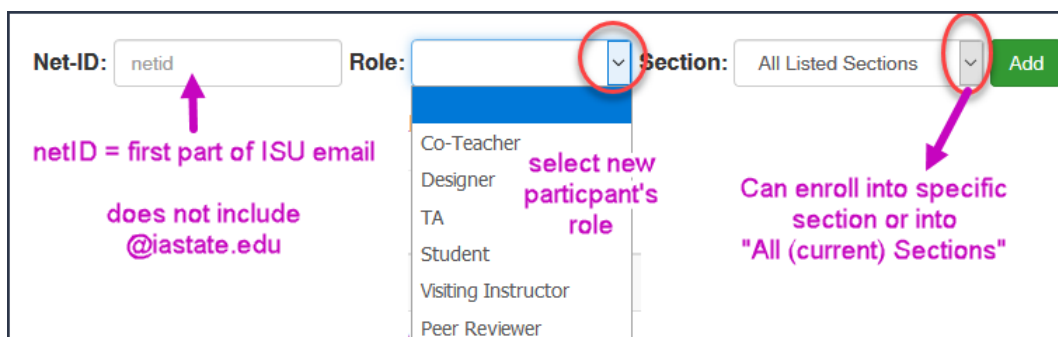
The process for enrolling participants who have a netID but who are not credit earning students is started from inside your course. The **ISU AdminTools**** link must be visible to the instructor, somewhere on the course menu.

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 new 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.
 - 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

