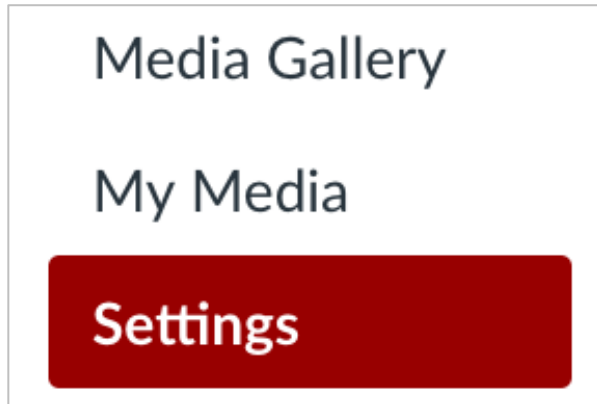
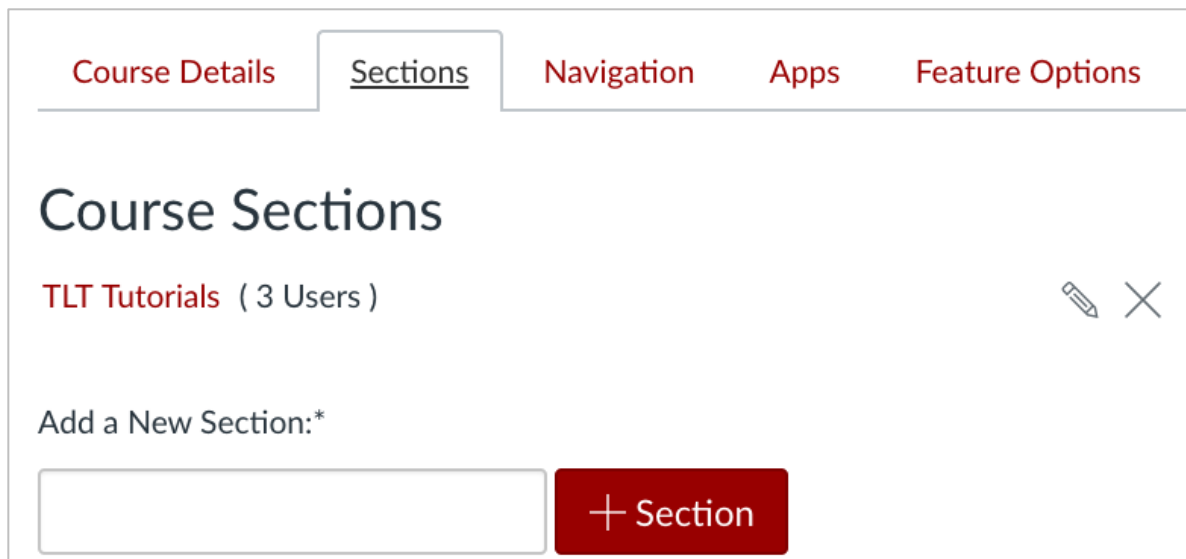


Step 1: Open Settings



Click **Settings** tab in the Course Navigation.

Step 2: Select Sections

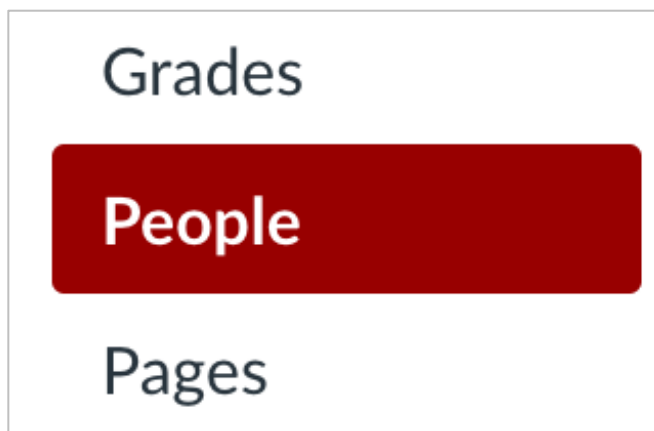


Step 3: Add Section

Add a New Section:*

Enter the name of a new section and click the +Section button.

Step 4: Open People



Click the **People** tab in the Course Navigation.

Step 5: Select +People Button

A screenshot of a course navigation menu. The menu items are 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', and 'People'. The 'People' item is highlighted with a red button. To the right of the 'Assignments' and 'Discussions' items, there are buttons for '+ Group Set' and '+ People'. The '+ People' button is highlighted with a red background.

Step 6: Select Role & Section

Role	Section
Student	Special Section

Select **Student** from the Role drop-down menu and select the **newly created section name** from the Section drop-down menu.

Step 7: Enter UNID

Add user(s) by


Email Address Login ID SIS ID

Example: student_2708, student_3693

u0000000|

Under **Add user(s) by**, select **SIS ID** option and enter the student's UNID.


Step 8: Click the Next button



When adding multiple users, use a comma or line break to separate users.

Step 9: Verify Add Users

Add People ✕

 The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Jasmine Harris			u0748079	University of Utah

After you have verified the information is correct, click **Add Users** button.

Teaching & Learning Technologies (TLT)

Contact: classhelp@utah.edu | 801-581-6112 | tlt.utah.edu

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM