

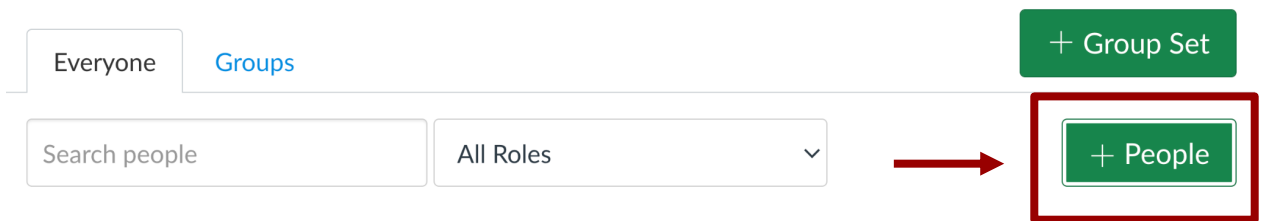
Adding Participants to a Course

Instructors can add participants to their courses by using the following steps.

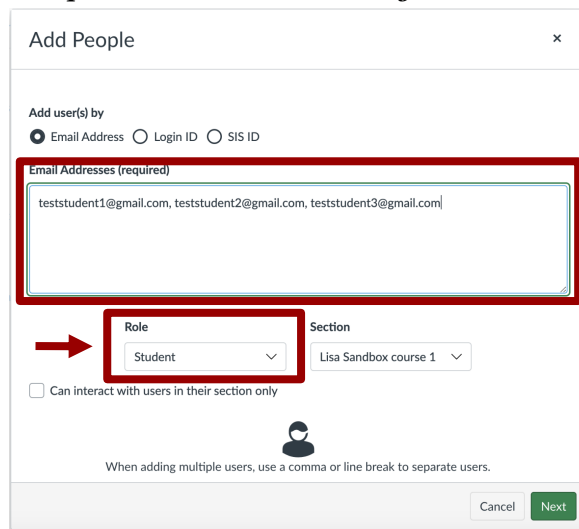
1. From your **dashboard**, select the course to which you would like to add students.
2. Once you've selected a course, choose the **People** option from the left navigation menu.



3. On the people screen, select the green **+People** button in the upper right corner.



4. A new window will appear. Add the **email addresses** of the people you wish to add to the course. Be sure to *separate email addresses by a comma*.



5. Select a **user role** and then click **Next**.

6. **Add a name** for anyone who is new to your Canvas account, then click **Next**, and then click **Add Users** to complete the registration.

Add People ×

! We were unable to find matches below. Select any you would like to create as new users. Unselected will be skipped at this time.

<input type="checkbox"/>	Name	Email Address
<input checked="" type="checkbox"/>	<input type="text" value="Tom Hanks"/>	teststudent1@gmail.com
<input checked="" type="checkbox"/>	<input type="text" value="Mila Kunas"/>	teststudent2@gmail.com
<input type="checkbox"/>	Click to add a name	teststudent3@gmail.com

7. Each new user will **receive an email** with prompts to create a Canvas account. New users will need to complete this registration step in order to receive access to the course. **Note:** Users won't receive the onboarding email until the course is published.