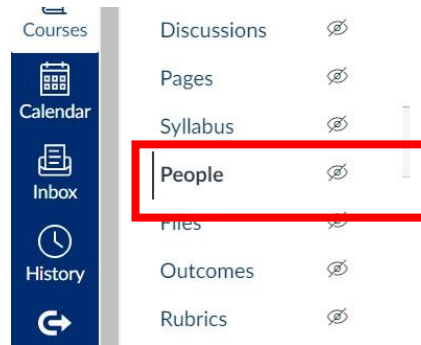


How to add TA's to a course

1. In the Course Navigation, click on the **People** link.

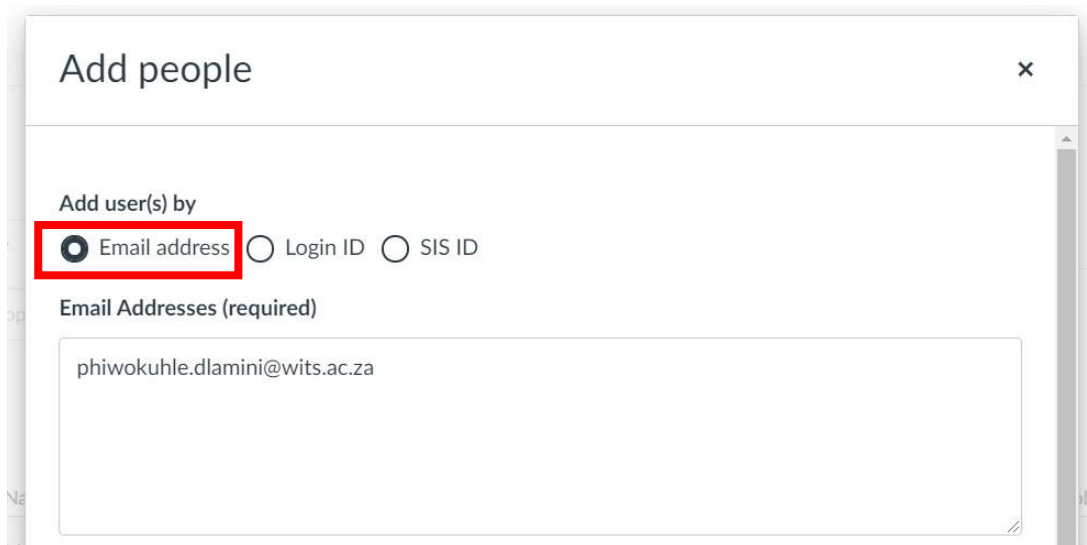


2. Once in the People page, click the **+People** button.



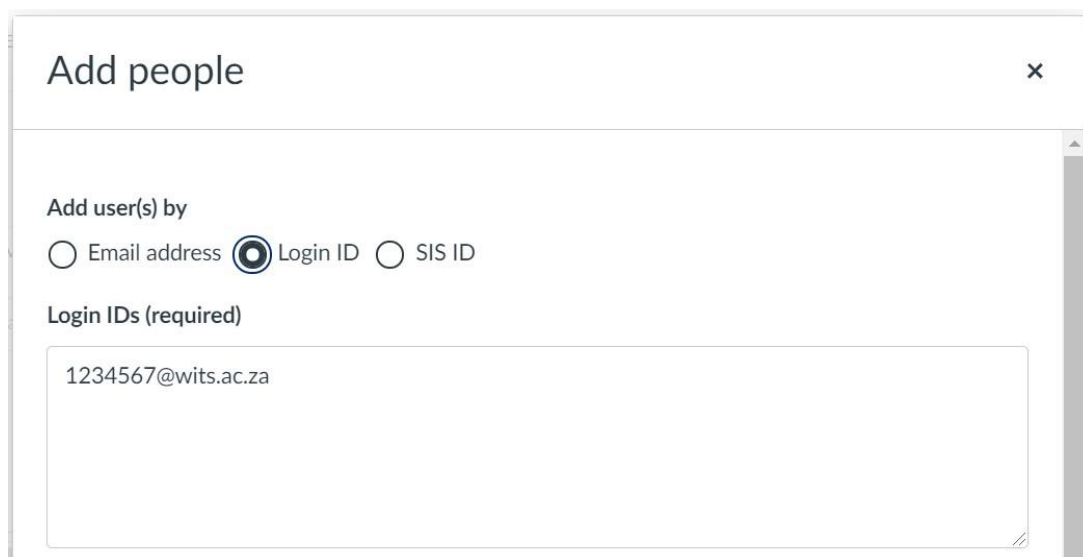
3. Adding Users

- 3.1 To search user by email address, select the **Email address** button and type/paste the user's email address in the field.



The screenshot shows a dialog box titled "Add people" with a close button (x) in the top right corner. Below the title, there is a section "Add user(s) by" with three radio button options: "Email address" (which is selected and highlighted with a red box), "Login ID", and "SIS ID". Below this, there is a text input field labeled "Email Addresses (required)" containing the email address "phiwokuhle.dlamini@wits.ac.za".

3.2 To search user by Login ID, select the **Login ID** button and type/paste the user's email address in the field.



The screenshot shows the same "Add people" dialog box, but now the "Login ID" radio button is selected. The text input field labeled "Login IDs (required)" contains the text "1234567@wits.ac.za".

PS: You can copy and paste multiple logins. When adding multiple users, use a comma or line break to separate users.

- 4 Select the User **Role** from the drop-down menu [1] and click '**Next**' once done [2].

If your course is divided into sections and you would like to add different TAs to different sections:

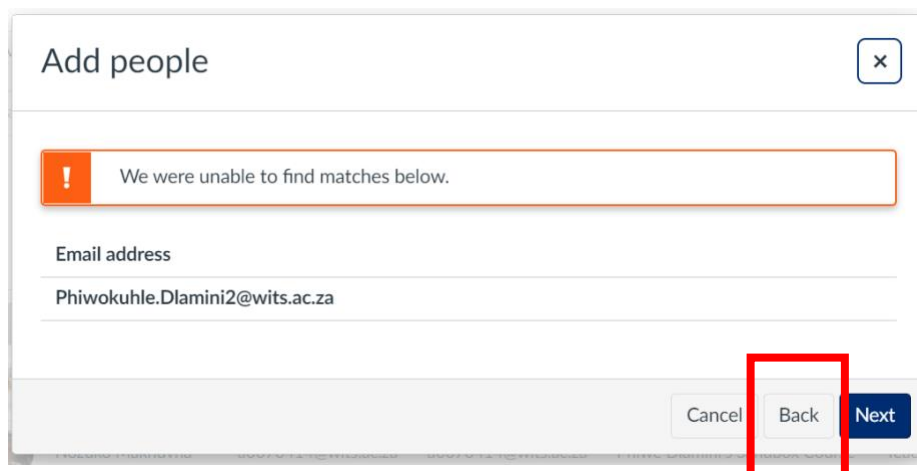
- a) You can choose a section by selecting the section in the drop-down menu

- 5 If the system recognizes the email address, you will see the following message with a green border, along with information you used to add the user. Canvas may display additional columns with existing information in the user's account. Click '**Add Users**' to proceed.

Name	Email address	Login ID	SIS ID	Institution
Phive Dlamini	phiwokuhle.dlamini@wits.ac.za			University of the Witwatersrand

When the user has been successfully added on the course, you will see a pending status next to the user's name. Canvas generates a course invitation, which is sent to the user via email as soon as their added to a course. The user's status will display pending until the user accepts the course invitation.

- 6 If you get the following message with an orange-border, then it could be a typing error in the email address. Click '**Back**' to correct this.



The screenshot shows a dialog box titled "Add people" with a close button (X) in the top right corner. Below the title bar, there is an orange-bordered error message box containing an exclamation mark icon and the text "We were unable to find matches below." Below this message is a text input field labeled "Email address" containing the text "Phiwokuhle.Dlamini2@wits.ac.za". At the bottom right of the dialog box, there are three buttons: "Cancel", "Back", and "Next". The "Back" button is highlighted with a red rectangular box.

Once you have corrected the email address, you can follow the prompts again to try and add the user. If you still get the same message after correcting the email address, it could mean the email address has not been registered, please contact Wits ICT or Ulwazi Help at ulwazihelp@wits.ac.za for assistance.

...End of Guide...