Adding Students as a Canvas Administrator

12 Steps

Created by

Jeannette Shaffer

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Last Updated

Sep 03, 2025

STEP 1

Click on Admin
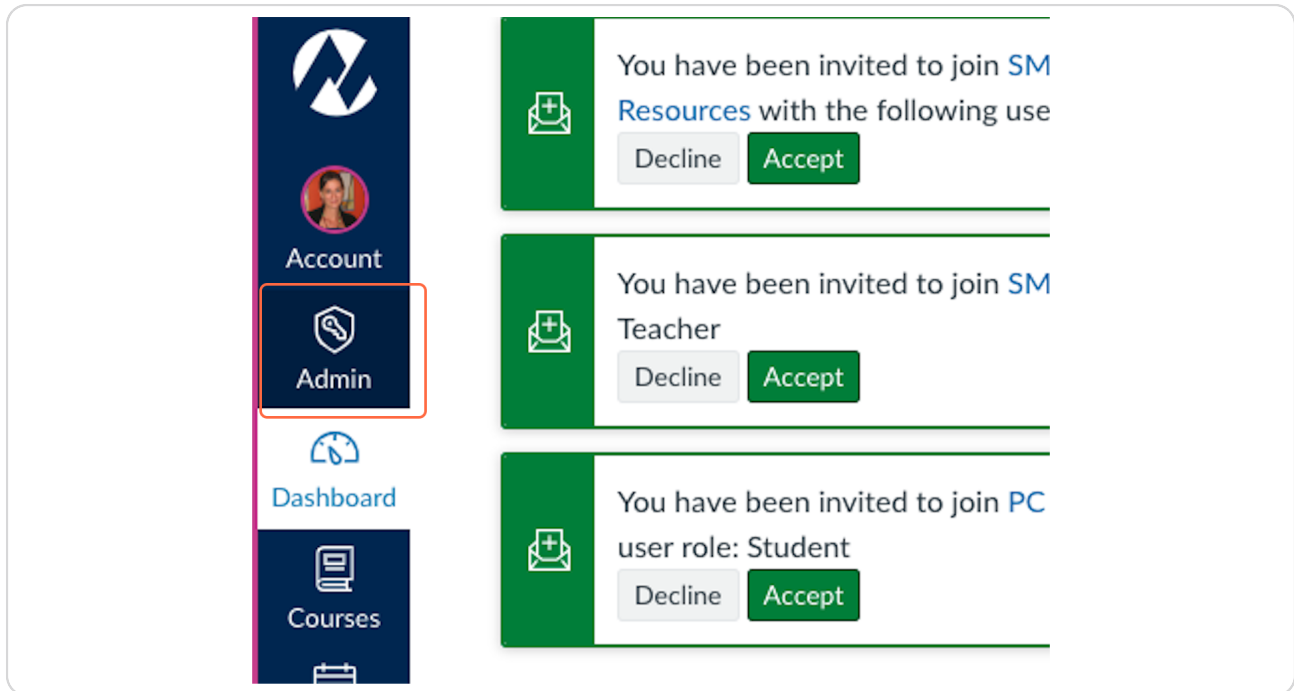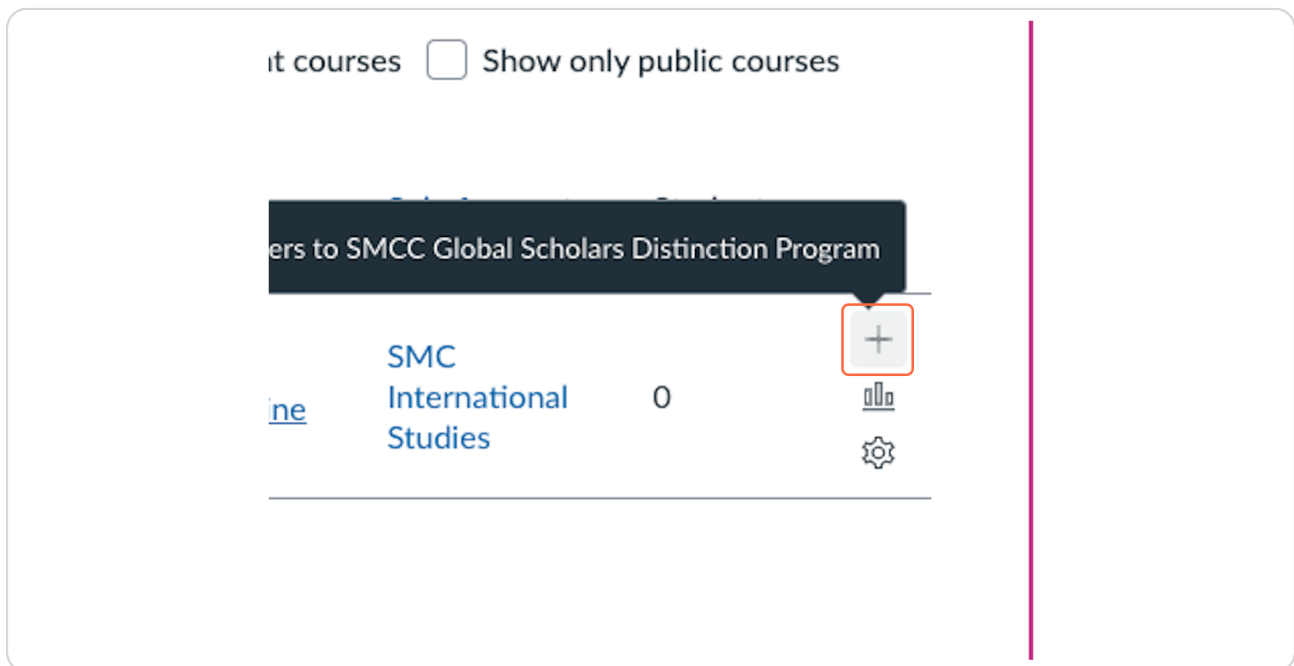
Click on SMC International Studies
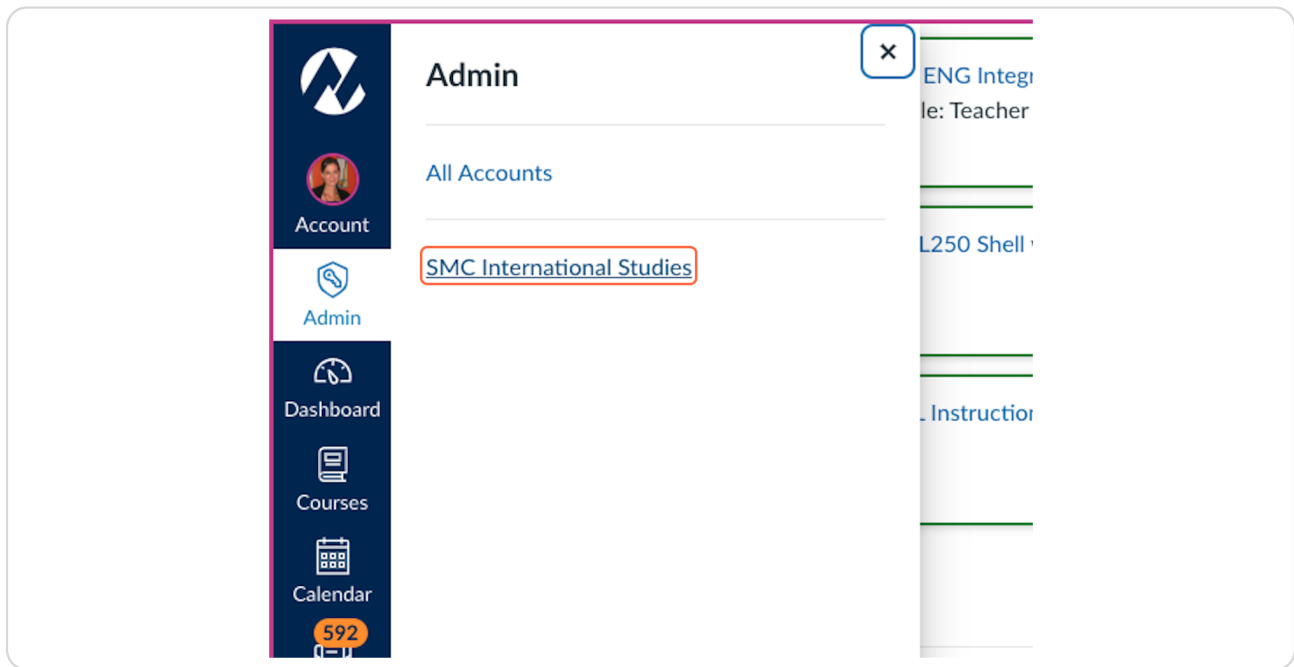
Click on Add Users to SMCC Global Scholars Distinction Program

Paste email address of student, e.g. "jeannette.shaffer@southmountaincc.edu" into text area

South Mountain Comm College › SMC International Studies › Courses

Courses

People

Statistics

Outcom

Rubrics

Grading

Question

Attendan

BrainFus

Item Ban

UDOIT

Credenti

Settings

Add People to: SMCC Global Scholars Distinction Program   ✕

Add user(s) by

◉ Email Address   ○ Login ID   ○ SIS ID

Email Addresses *

jeannette.shaffer@southmountaincc.edu

Role   **Section**

Student ⌄   SMCC Global Scholars [⌄

☐ Can interact with users in their section only

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

Select on the Student role
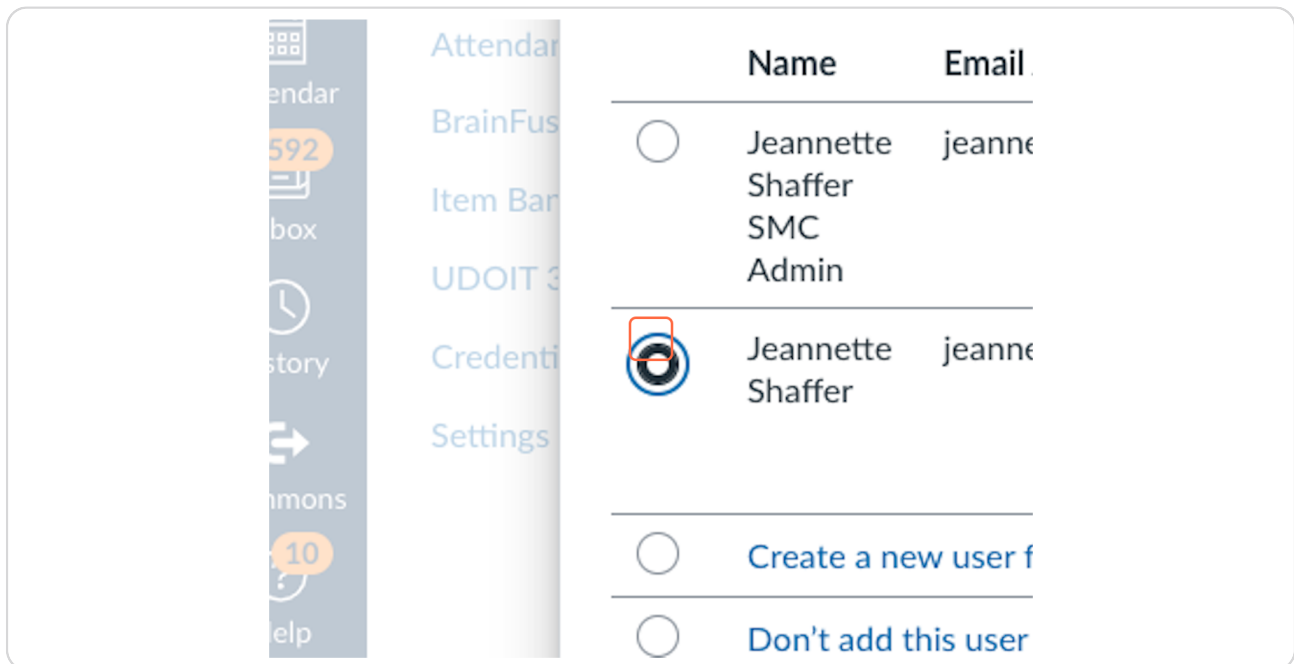
Click on Student

STEP 7
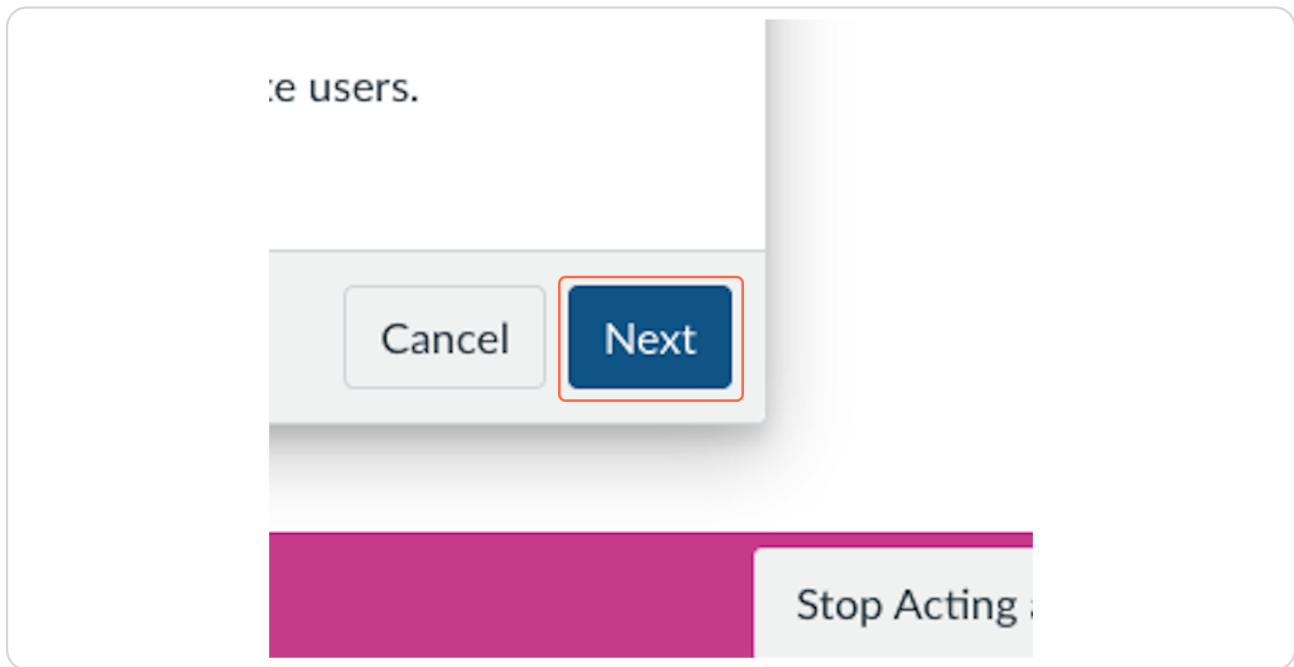
Click on Next

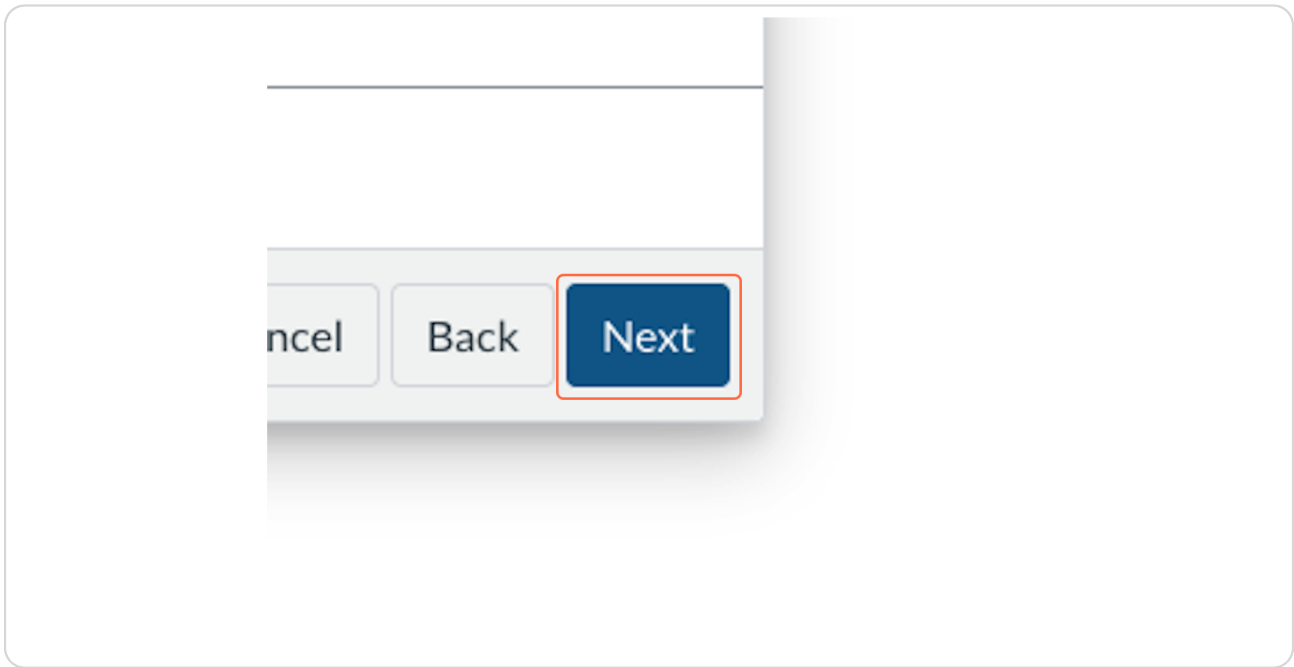

STEP 8

Select Click to select user Jeannette Shaffer

STEP 9

Click on Next

STEP 10

Click on Add Users

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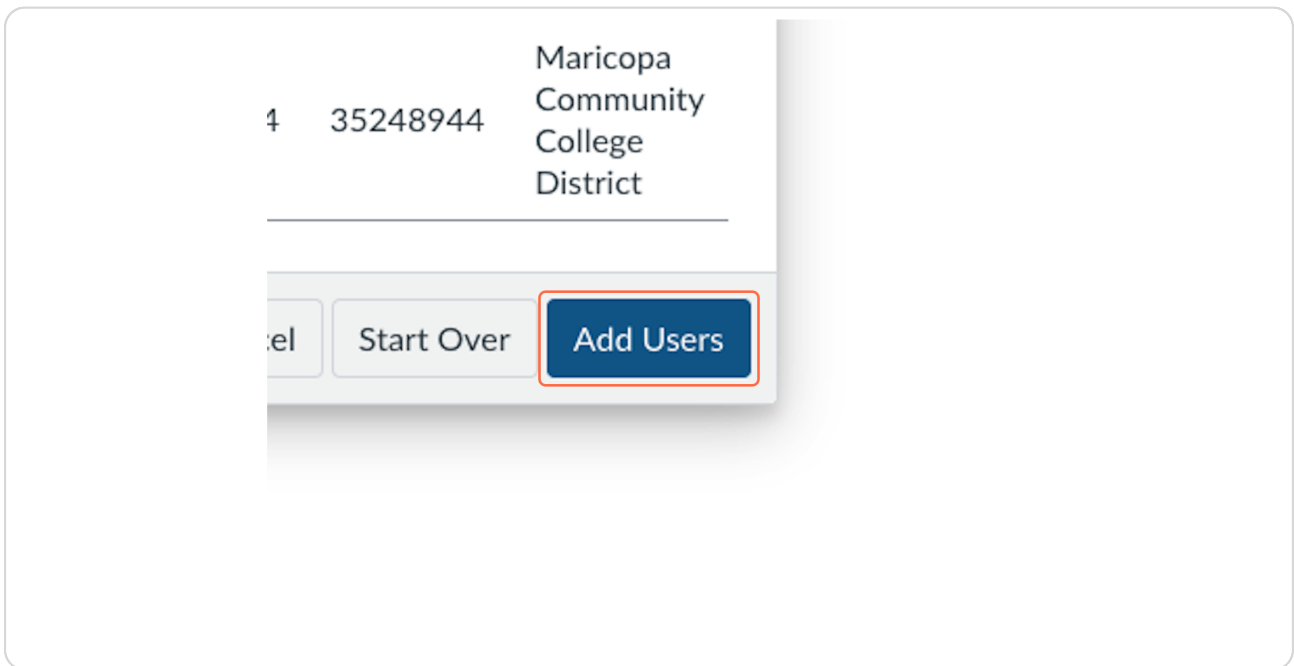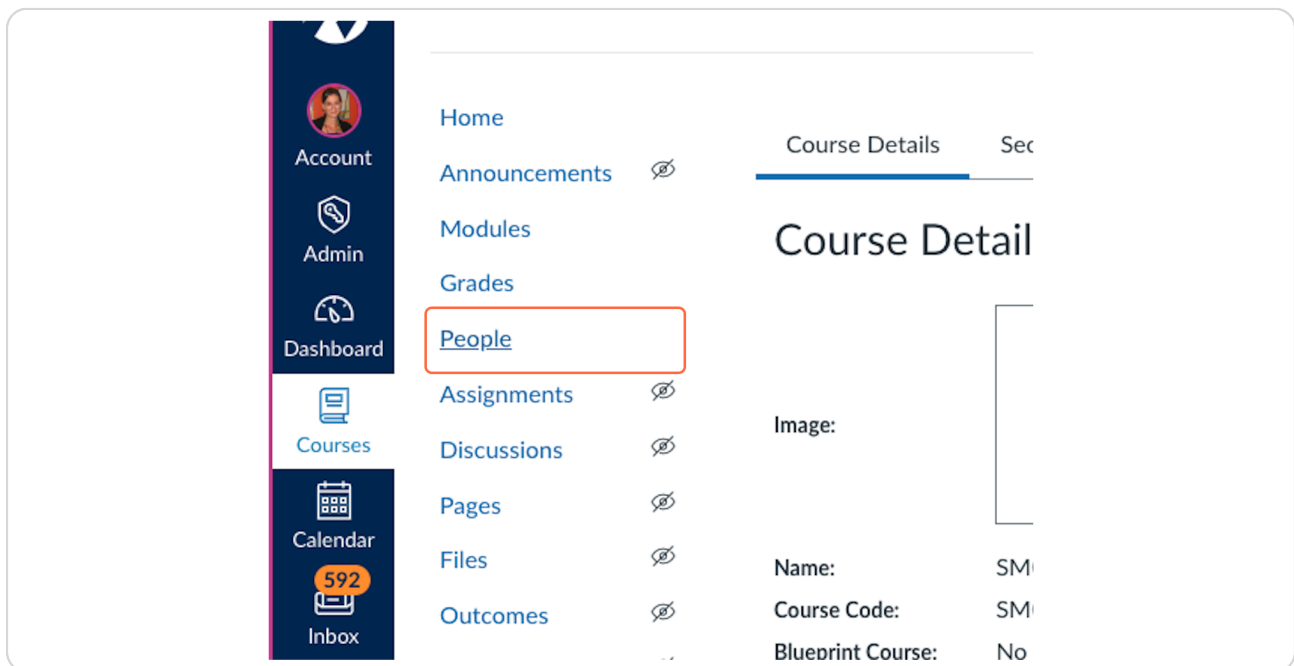
STEP 11

Click on Settings for SMCC Global Scholars Distinction Program
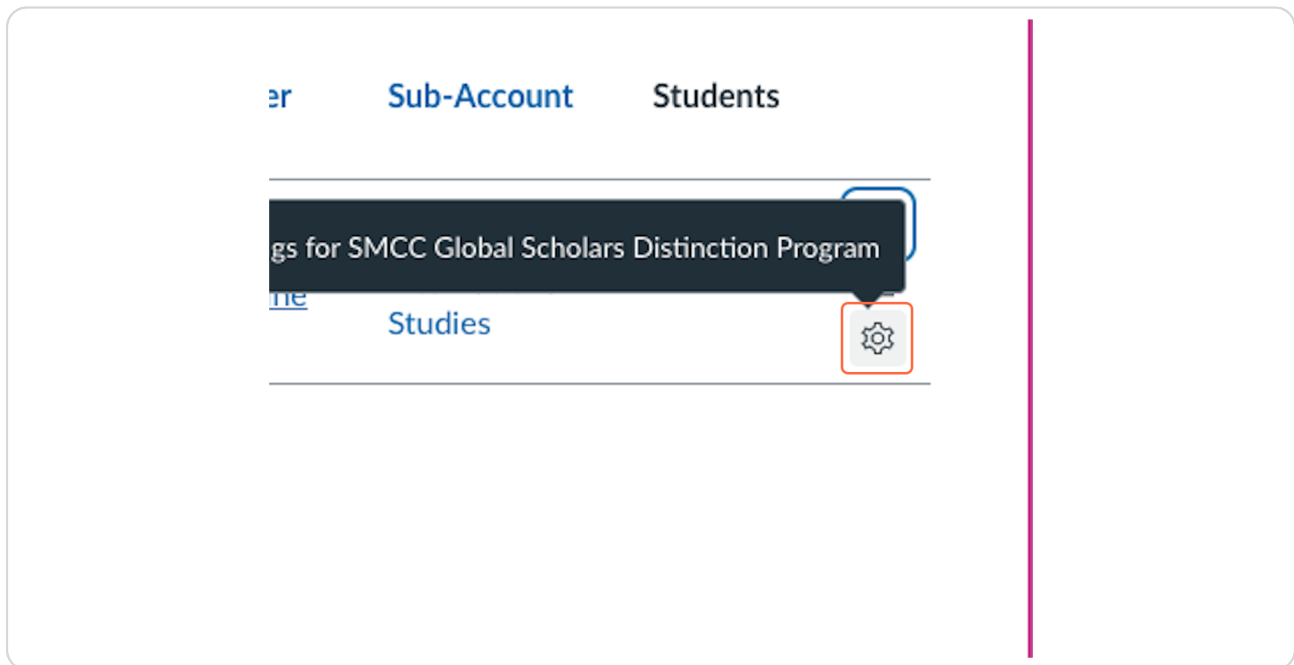
STEP 12

Click on People to check the student has been added

Tango

Never miss a step again. Visit Tango.ai