

American River College - Instructional Technology Center

Canvas Resources

ARC ITC email: ITCtraining@arc.losrios.edu

Canvas 24/7 Helpline: 844.592.2203 or [chat](#) – Talk to a Canvas Expert 24/7

Adding Users to Canvas Courses

Updated 8/26/26



You will not need to add enrolled students to your Canvas courses. If they are listed on the official roster from PeopleSoft, they will be added to your Canvas course. (If there is a discrepancy, please contact itctraining@arc.losrios.edu.) Students are added to Canvas seven days before the term begins and then synced with the PeopleSoft roster multiple times a day after that.

However, there are some special situations in which you will want to add users to your courses:

To add people to your People list:

1. Go to People
2. Select to +People
3. Add **by Login ID**
4. Enter the user(s) ID (with the w)
5. Select the role they should have
 - a. Select the Section, as appropriate
6. and Add!

Adding your Student (Faculty S-account) to your Canvas course

You can now add yourself to your courses as a student using your Login ID s + your employee ID#. That is, your w-ID, only with the letter s instead (e.g. s1234567). Assign this account the role of "Student." This student access is slightly different than the Test Student Canvas provides and, specifically, can allow you to test out LTIs you may be using in your course that don't recognize the Test Student.

Note that the course itself must be Published when adding the student account. This will generate an invitation for your student account to join the class; if the course is not published, the invitation will not be sent and you will not be able to complete the process.

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Using your sID as of summer '25:

With Canvas authentication moving through Okta, you no longer need to login anywhere using your sID. Note that you will need to use a different browser than the one where you may be in Canvas with your wID account; you cannot be logged into both accounts within the same browser, even on different tabs—one will overwrite the other.

Faculty/Staff

- Faculty/staff will only be able to login to their main teaching account (w+ID) when using canvas.losrios.edu or lrccd.instructure.com or lrccd.okta.com.
- The Apps Dashboard in Okta, via lrccd.okta.com, displays tiles corresponding to each account type; the typical tile for your w+ID and one for the s+ID.. **The student account (s+ID) can only be accessed from the Okta Apps Dashboard.**
- Users will automatically be logged into Canvas from the Apps Dashboard.

Tile Icons in the Apps Dashboard

Main Canvas Tile (w+ID)



Student Account Tile (s+ID)



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The “Waitlist” role (to ensure manually added students are not dropped)

When you need to add a student to your class while they are waiting on an administrative process, for example an add code or petition, you can add the student using the same Login ID option and their w-number, as outlined above, but assign them the role of “**Waitlist**”.

This role will give them the same permissions as an automatically enrolled student, but they will be able to stay in the course while their administrative request is being processed and not risk removal during the roster sync.

Once the administrative hold has been lifted, you will see that the student will be given an additional role of “Student”. The student should now be listed on the Official Roster. After confirming as much, you can then remove the role “Waitlist” for that student via Settings > Sections > within the list of enrolled students for that section. If that option is not available to you, please send an email to itctraining@arc.losrios.edu.

The “Incomplete” role

When a student needs to complete work in a course where they received an incomplete, one approach is to add them to your next offering of the course using the Incomplete role. This role will give them the same permissions as an automatically enrolled student.

Note that course dates such as prerequisites, requirements, and activity availability windows will still apply to this student.

Adding another Instructor to your Canvas course

If you are sharing instructor responsibilities or course design/content, you can add another instructor to your course using the Login ID option and the instructor’s w-ID and assign them in the role “Instructor”.

If the instructor of a section is changing completely, please note the [Canvas Considerations](#) for your specific circumstances.

If you have any questions, please contact itctraining@arc.losrios.edu!