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 11/4/26



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:

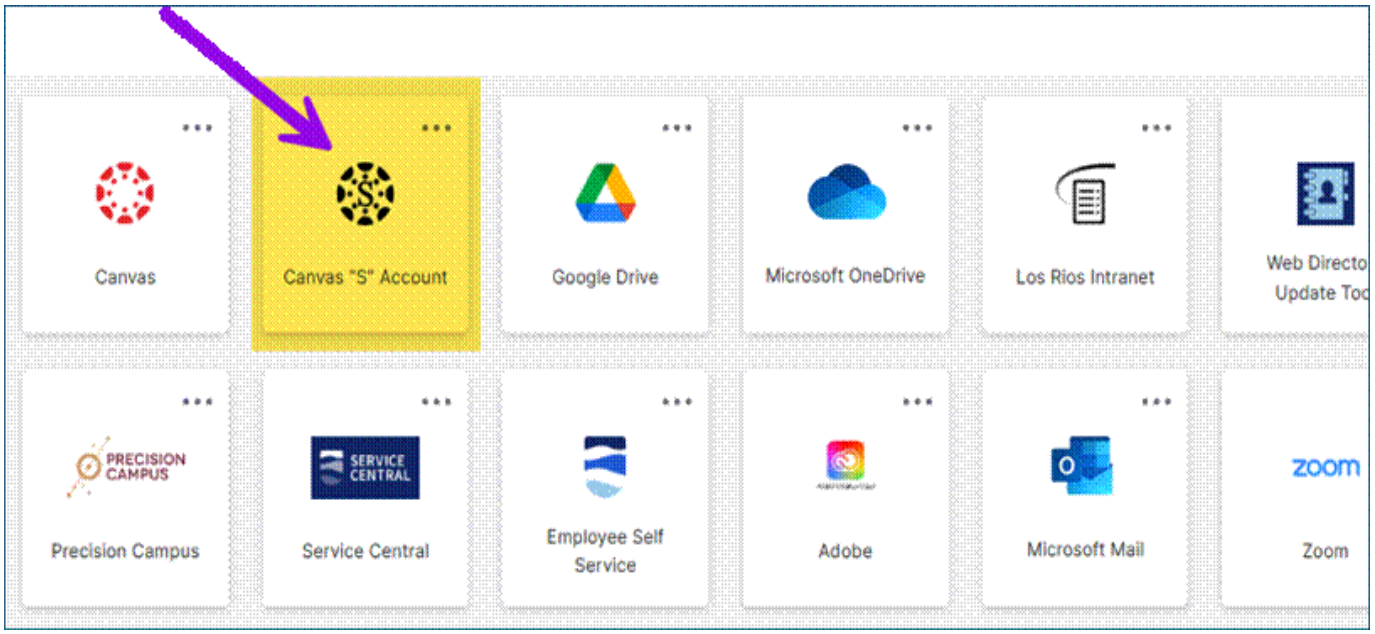
1. Go to People
2. Select to +People
3. Add **by Login ID**
4. Enter the user(s) ID (with the w)
5. Select the role they should have
    a. Select the Section, as appropriate
6. and Add!

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

The process to log in to Canvas has been changing to become even more secure for all users. You will be accessing Canvas through the Okta Dashboard and the easiest way to do that is with the URL [lrccd.okta.com]lrccd.okta.com. When you login, you will be asked for your Los Rios w-ID and password for access to not only Canvas, but a growing list of other Los Rios assets from the customizable dashboard.

This is a screen shot of an Okta dashboard with the tiles customized to show the two Canvas accounts on the top row; you can reorder the items on your own dashboard to meet your needs. On this user dashboard, the **'S' account** is the second one with the Canvas circular logo and

the letter S in the middle. Selecting that will log you in with your "S" account. You will still need to use a separate browser or at least a separate profile to login to both your primary (instructor) Canvas account and your "S" student Canvas account concurrently.



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.

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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!