



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

## Canvas Course Manager

ALA225 001 SU 2020

### Gradebook Tools



**Canvas Gradebook**

Trim the gradebook from Canvas



**Third Party Gradebook**

Trim the gradebook from a third party to correct format

### Users



**Add U-M Users**

Add U-M users to your available sections



**Add Non-UM Users**

Enroll non-UM users to your available sections

### Sections



**Merge Sections**

Combine sections taught by yourself or others into the Canvas site for easier management



**Add Sections**

Add sections through csv files into you own course

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

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ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users

☐ Add users manually

☐ Add multiple users through csv

Select

Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

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[ITS Service Center](#)

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734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users

☒ Add users manually

☐ Add multiple users through csv

Select

Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually

Input the user's email address and full name

First name

Last name

Select the section this user will be in < 1 > >>

|                       |                                     |           |         |
|-----------------------|-------------------------------------|-----------|---------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105     | 252 users | Student |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106     | 34 users  | Student |
| <input type="radio"/> | ALA 521 Summer 2020 Section 003     | 246 users | Student |
| <input type="radio"/> | Biology 588 Summer 2020 Section 004 | 56 users  | Student |

Confirm

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M

ALA 225 > ALA 225

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- U-M Course Manager
- Media Gallery
- TEST Media Gallery
- TEST My Media
- New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually

Input the user's email address

should not be empty

First name

Last name

should not be empty

should not be empty

Select the section this user will be in < 1 > »

|                       |                                     |           |         |
|-----------------------|-------------------------------------|-----------|---------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105     | 252 users | Student |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106     | 34 users  | Student |
| <input type="radio"/> | ALA 521 Summer 2020 Section 003     | 246 users | Student |
| <input type="radio"/> | Biology 588 Summer 2020 Section 004 | 56 users  | Student |

Confirm

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Visit  
[Canvas Course Manager](#)  
[Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually

Input the user's email address

should not be empty

First name

Last name

should not be empty

should not be empty

Select the section this user will be in < 1 > »

|                       |                                     |           |  |
|-----------------------|-------------------------------------|-----------|--|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105     | 252 users | <div>select a role ^</div> <div>Student</div> <div>Teacher</div> <div>TA</div> <div>Designer</div> <div>Observer</div> |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106     | 34 users  |  |
| <input type="radio"/> | ALA 521 Summer 2020 Section 003     | 246 users |  |
| <input type="radio"/> | Biology 588 Summer 2020 Section 004 | 56 users  | <div>Student v</div>   |

Confirm

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Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually

Input the user's email address

liyuxuan@gmail.com

First name

Last name

Yuxuan

Li

Select the section this user will be in < 1 > »

|                       |                                     |           |         |
|-----------------------|-------------------------------------|-----------|---------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105     | 252 users | Student |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106     | 34 users  | Student |
| <input type="radio"/> | ALA 521 Summer 2020 Section 003     | 246 users | Student |
| <input type="radio"/> | Biology 588 Summer 2020 Section 004 | 56 users  | Student |

Confirm

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Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually

Input the user's email address

liyuxuan@gmail.com

First name

Yuxuan

Last name

Li

Select the section this user will be in < 1 > »

|                                  |                                     |           |         |
|----------------------------------|-------------------------------------|-----------|---------|
| <input type="radio"/>            | ALA 225 Summer 2020 Section 105     | 252 users | Student |
| <input checked="" type="radio"/> | ALA 225 Summer 2020 Section 106     | 34 users  | TA      |
| <input type="radio"/>            | ALA 521 Summer 2020 Section 003     | 246 users | Student |
| <input type="radio"/>            | Biology 588 Summer 2020 Section 004 | 56 users  | Student |

Confirm

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Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)





ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add users manually

## Add Users Manually



One new non-UM user has been added!  
This may take several minutes to process.

ADD NON-UM USERS AGAIN

See your users in  
Canvas People Everyone



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Visit  
[Canvas Course Manager](#)  
[Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users

☐ Add users manually

☒ Add multiple users through csv

Select

Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



Create a new section to add users

input the name of the new section

Create

Or select one available section to add users < 1 > »

- |                       |                                 |           |
|-----------------------|---------------------------------|-----------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105 | 252 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106 | 34 users  |
| <input type="radio"/> | ALA 225 Summer 2020 Section 003 | 246 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 004 | 56 users  |

Select

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



Create a new section to add users

ALA 225 Summer 2020 Section 003

Create

name already exists

Or select one available section to add users < 1 > »

- |                       |                                 |           |
|-----------------------|---------------------------------|-----------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105 | 252 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106 | 34 users  |
| <input type="radio"/> | ALA 225 Summer 2020 Section 003 | 246 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 004 | 56 users  |

Select

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV

select upload validation confirmation



Create a new section to add users

ALA 225 Summer 2020 Section 003

name already exists

Course name Term Year Section Number  
e.g. History 101 Winter 2020 Section 001

Or select one available section to add users < 1 > »

### Need Help?

Visit  
[Canvas Course Manager](#)  
[Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)

|                       |                                 |           |
|-----------------------|---------------------------------|-----------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105 | 252 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106 | 34 users  |
| <input type="radio"/> | ALA 225 Summer 2020 Section 003 | 246 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 004 | 56 users  |

Select



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV

select upload validation confirmation



Create a new section to add users

Section Summer test

Create



Or select one available section to add users < 1 > »

- |                       |                                 |           |
|-----------------------|---------------------------------|-----------|
| <input type="radio"/> | ALA 225 Summer 2020 Section 105 | 252 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 106 | 34 users  |
| <input type="radio"/> | ALA 225 Summer 2020 Section 003 | 246 users |
| <input type="radio"/> | ALA 225 Summer 2020 Section 004 | 56 users  |
| <input type="radio"/> | Section Summer test             | 0 users   |

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

Contact

[ITS Service Center](#)

Call

734-764-HELP (4357)

Select



ALA 225 > ALA 225

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



Create a new section to add users ?

Input the name of the new section

Create

Or select one available section to add users < 1 > »

|                                  |                                 |           |
|----------------------------------|---------------------------------|-----------|
| <input type="radio"/>            | ALA 225 Summer 2020 Section 105 | 252 users |
| <input checked="" type="radio"/> | ALA 225 Summer 2020 Section 106 | 34 users  |
| <input type="radio"/>            | ALA 225 Summer 2020 Section 003 | 246 users |
| <input type="radio"/>            | ALA 225 Summer 2020 Section 004 | 56 users  |
| <input type="radio"/>            | Section Summer test             | 0 users   |

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)

Select

M

ALA 225 > ALA 225

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- U-M Course Manager**
- Media Gallery
- TEST Media Gallery
- TEST My Media
- New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



Upload your csv file

[csv file example](#)

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ALA 225 > ALA 225



Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



|    | email address                  | role         | first name | last name |
|----|--------------------------------|--------------|------------|-----------|
| 5  | liyuxuan@umich.edu             | student      | Yuxuan     | LI        |
|    | should be non-UM email         |              |            |           |
| 16 | siwonc@mailinator.com          | student      | Siwon      | Choi      |
|    | this student has been enrolled |              |            |           |
| 21 | abc@gmail.com                  | runner       | Armond     | Graham    |
|    |                                | invalid role |            |           |
| 22 | jw2@gmail.com                  | technician   | John       | Holt      |
|    |                                | invalid role |            |           |
| 40 | edhq                           | teacher      | Edward     | Bernard   |
|    | invalid email address          |              |            |           |

csv file example



More than 10 errors have been made!  
Only first 5 errors of the file are shown here for reference.

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### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225



Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



|    | email address   | role       | first name | last name |
|----|---|------------|------------|-----------|
| 5  | liyuxuan@umich.edu  | student    | Yuxuan     | LI        |
|    | should be non-UM email                                    |            |            |           |
| 16 | siwonc@mail   |            |            |           |
|    | this student has already been enrolled                    |            |            |           |
| 21 | abc@gmail   | Student    | Yuxuan     | LI        |
|    | a non-UM email address refer to question mark for details |            |            |           |
| 22 | jw2@gmail.com   | technician | John       | Holt      |
|    | invalid role  |            |            |           |
| 40 | edhq  | teacher    | Edward     | Bernard   |
|    | invalid email address                                     |            |            |           |

email address

role ?

first name

last name

1 liyuxuan@nonUMmail

Student

Yuxuan

LI

csv file example

an 10 errors have been made!  
of the file are shown here for reference.

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### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)

M

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

ALA 225 > ALA 225

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- U-M Course Manager
- Media Gallery
- TEST Media Gallery
- TEST My Media
- New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



|    | email address          | role         | first name | last name |
|----|------------------------|--------------|------------|-----------|
| 5  | liyuxuan@umich.edu     | student      | Yuxuan     | LI        |
|    | should be non-UM email |              |            |           |
| 16 | siwonc@ma              |              |            |           |
|    | this stud              |              |            |           |
|    | been e                 |              |            |           |
| 21 | abc@gm                 |              |            |           |
|    | a non-UM               |              |            |           |
|    | email address          |              |            |           |
| 22 | jw2@gmail.com          | technician   |            |           |
|    |                        | invalid role |            |           |
| 40 | edhq                   | teacher      |            |           |
|    | invalid email address  |              |            |           |

email addressrolefirst namelast name

1 liyuxuan@nonUMmailStudentYuxuanLI

StudentTeacherGSI

ObserverJohn DesignerParticipantEdward GraderLibrarian

csv file example

an 10 errors have been made!  
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Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225



Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



|    | email address                  | role    | first name | last name |
|----|--------------------------------|---------|------------|-----------|
| 5  | liyuxuan@umich.edu             | student | Yuxuan     | LI        |
|    | should be non-UM email         |         |            |           |
| 16 | siwonc@mailinator.com          | student | Siwon      | Choi      |
|    | this student has been enrolled |         |            |           |

csv file example



Oops, there are errors in your file!

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Visit  
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Contact  
[ITS Service Center](#)

Call  
734-764-HELP (4357)



ALA 225 > ALA 225



Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



|   | email address         | role    | first name | last name |
|---|-----------------------|---------|------------|-----------|
| 1 | liyuxuan@gmail.com    | student | Yuxuan     | LI        |
| 2 | siwonc@mailinator.com | student | Siwon      | Choi      |
| 3 | abc@gmail.com         | TA      | Armond     | Graham    |
| 4 | jw2@gmail.com         | student | John       | Holt      |
| 5 | edhq@gmail.com        | teacher | Edward     | Bernard   |

[csv file example](#)

Your file is valid!  
If this is the right file you want to upload  
click confirm

CONFIRM

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[ITS Service Center](#)

Call  
734-764-HELP (4357)

M

ALA 225 > ALA 225

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- U-M Course Manager**
- Media Gallery
- TEST Media Gallery
- TEST My Media
- New Analytics

Canvas Course Manager > Add non-UM users > Add multiple users through csv

## Add Multiple Users Through CSV



New non-UM users have been added!  
This may take several minutes to process.

ADD NON-UM USERS AGAIN

See your users in  
Canvas People Everyone



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Visit  
[Canvas Course Manager Feature Page](#)  
  
Contact  
[ITS Service Center](#)  
  
Call  
734-764-HELP (4357)



ALA 225 > ALA 225

Home

Announcements

Assignments

Everyone

Group 3

group1

group2

+ Group Set

Discussions

Search people

All Roles

+ People

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

U-M Course Manager

Media Gallery

TEST Media Gallery

TEST My Media

New Analytics

|  | Name      | Login ID                   | SIS ID                     | Section              | Role                      | Last Activity    | Total Activity |   |
|--|-----------|----------------------------|----------------------------|----------------------|---------------------------|------------------|----------------|---|
|  | 0507 ccm  | yuxuan0507+mailinator.com  | yuxuan0507@mailinator.com  | 5/6 test Section 002 | Student TA                |                  |                | ⋮ |
|  | 0511 ccm  | yuxuan12345+mailinator.com | yuxuan12345@mailinator.com | Section 003          | Student Observing: nobody |                  |                | ⋮ |
|  | 0518 CCM  | yuxuan0518+mailinator.com  | yuxuan0518@mailinator.com  | 5/18                 | Student                   |                  |                | ⋮ |
|  | Vic CCm   | yuxuan1234+mailinator.com  | yuxuan1234@mailinator.com  | 5/6 test Section 004 | Student Student           |                  |                | ⋮ |
|  | Yuxuan Li | liyuxuan                   | 70253722                   | 5/6 test             | Teacher                   | Jun 24 at 3:51pm | 03:18:48       | ⋮ |