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Canvas Course Manager

ALA225 001 SU 2020

Most component commented previously: Look in Add Non UM User Service center wireframes

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
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Canvas Course Manager > Add U-M users

Add U-M users



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 521 Summer 2020 Section 003 | 246 users |
| <input type="radio"/> | Biology 588 Summer 2020 Section 004 | 56 users |

Select

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Create a new section to add users

ALA 521 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 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users

Select

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Add U-M users



Create a new section to add users ?

ALA 521 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 > »

<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 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users

Select

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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 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users
<input type="radio"/>	Section Summer test	0 users

Select

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Canvas Course Manager > Add U-M users

Add U-M users



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 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users
<input type="radio"/>	Section Summer test	0 users

Select

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Upload your csv file

[csv file example](#)

BROWSE FILES

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	username	role
17	liyuxuan	student
	invalid username	
21	siwonc	runner
		invalid role
27	abc	player
		invalid role
30	jw2	technician
		invalid role
33	edhq	teacher
	invalid username	

[csv file example](#)

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

[BROWSE FILES AGAIN](#)

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Canvas Course Manager > Add U-M users

Add U-M users



	username	role
17	liyuxuan	student
	invalid username	
21	siwonc	p
	invalid	
27	abc	n
	invalid	
30	jw2	technician
	invalid role	
33	edhq	teacher
	invalid username	

username

role ?

1 liyuxuan Student

the username of enrolled user

refer to question mark for details



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

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	username	role
17	liyuxuan	student
	invalid username	
21	siwonc	p
	invalid username	
27	abc	n
	invalid username	
30	jw2	technician
	invalid role	
33	edhq	teacher
	invalid username	

username

role ?

x

1 liyuxuan Student

the username of enrolled user refer to question mark GSI for details

Student

Teacher

Observer

Designer

Participant

Grader

Librarian



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

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	username	role
17	liyuxuan	student
	invalid username	
21	siwonc	player
		invalid role

[csv file example](#)



Opps, some errors are in your file!

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uniqname	role
1liyuxuan	student
2siwonc	student
3 abc	observer
4 jw2	student
5edhq22	teacher

[csv file example](#)

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

CONFIRM

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Add U-M users



New users have been added!
This may take several minutes to process

ADD USERS AGAIN

See your users in
Canvas People Everyone

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	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	⋮