



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](#)

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 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

### 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 U-M users

## Add U-M users



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

### 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 U-M users

## 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

### 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 U-M users

## Add U-M users



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

### 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 U-M users

## Add U-M users



Create a new section to add users ?

 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

**Need Help?**  
Visit  
[Canvas Course Manager Feature Page](#)  
  
Contact  
[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 U-M users

## Add U-M users



Upload your csv file

[csv file example](#)

BROWSE FILES

**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 U-M users

## Add U-M users



	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](#)

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[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 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

csv file example

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

BROWSE FILES AGAIN

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

- M
- Profile
- 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

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 U-M users

### Add U-M users



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

username

role

1 liyuxuan Student

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

Student

Teacher

Observer

Designer

Participant

Grader

Librarian

X

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

BROWSE FILES AGAIN

**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 U-M users

## Add U-M users

select

upload

validation

confirmation

[csv file example](#)

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



Opps, some errors are in your file!

[BROWSE FILES AGAIN](#)

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[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 U-M users

### Add U-M users



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

**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 U-M users

## Add U-M users

select

upload

validation

confirmation



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

ADD USERS AGAIN

See your users in  
Canvas People Everyone

### Need Help?

Visit  
[Canvas Course Manager Feature Page](#)

Contact  
[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

Everyone Group 3 group1 group2

Search people

All Roles

+ Group Set

+ People

	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	⋮