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## 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 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

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

Contact

[ITS Service Center](#)

Call

734-764-HELP (4357)



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Canvas Course Manager > Add non-UM users

Input the user's email address and full name

e.g. 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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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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Input the user's email address

liyuxuan@gmail.com

First nameLast name

YuxuanLi

Select the section this user will be in

<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

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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 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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Canvas Course Manager > Add non-UM users

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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