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umich.instructure.com/courses/401218/external\_tools/2719

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Media Gallery  
TEST Media Gallery  
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New Analytics

# Canvas Course Manager

ALA225 001 SU 2020

Make sure you can act on these “buttons” with keyboard. Can tab onto them and they have visible focus

## Gradebook Tools

 **Canvas Gradebook**  
Trim the gradebook from Canvas

 **Third Party Gradebook**  
Trim the gradebook from a third party to correct format

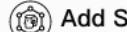
## Users

 **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 your own course

**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

Add users manually  
 Add multiple users through csv

**Select**

**Make sure the radio buttons and select button is keyboard accessible**

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Select

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

## Add Users Manually

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 >>

**aria-label="Select[section name]"**

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

**Confirm**

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**aria-label="Select role for user in [section name]"**

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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 > »

Make sure that validation message is logically peered to the input

ALA 225 Summer 2020 Section 105 252 users Student

ALA 225 Summer 2020 Section 106 34 users Student

ALA 521 Summer 2020 Section 003 246 users Student

Biology 588 Summer 2020 Section 004 56 users Student

Confirm

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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

Yuxuan Li

should not be empty should not be empty

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

ALA 225 Summer 2020 Section 105 252 users select a role ^  
Student  
Teacher  
TA  
Designer  
Observer

ALA 225 Summer 2020 Section 106 34 users

ALA 521 Summer 2020 Section 003 246 users

Biology 588 Summer 2020 Section 004 56 users Student ^

Confirm

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**U-M Course Manager**

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## 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

Provide validation message that does not rely on the icon

<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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## 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 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

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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 

Need Help?  
Visit [Canvas Course Manager Feature Page](#)  
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Canvas Course Manager > Add non-UM users

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Add multiple users through csv

Select

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

## Add Multiple Users Through CSV

Code as progress bar

select upload validation confirmation

Create a new section to add users 

Make sure this input has a logical label 

input the name of the new section

Or select one available section to add users 

Section	Users
ALA 225 Summer 2020 Section 105	252 users
ALA 225 Summer 2020 Section 106	34 users
ALA 225 Summer 2020 Section 003	246 users
ALA 225 Summer 2020 Section 004	56 users

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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 

**Create**

name already exists

Or select one available section to add users   

<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**

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**Make sure Validation is coded appropriately:**

**label for="input"**  
**input id="input" aria-describedby="valid\_message"**  
**div id="valid\_message"**

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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 >>

ALA 225 Summer 2020 Section 105      252 users

ALA 225 Summer 2020 Section 106      34 users

ALA 225 Summer 2020 Section 003      246 users

ALA 225 Summer 2020 Section 004      56 users

**Select**

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Make sure that this information is available to keyboard users and screen readers



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## Add Multiple Users Through CSV



Create a new section to add users [?](#)

Section Summer test

Create

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

ALA 225 Summer 2020 Section 105

252 users

ALA 225 Summer 2020 Section 106

34 users

ALA 225 Summer 2020 Section 003

246 users

ALA 225 Summer 2020 Section 004

56 users

Section Summer test

0 users

Make sure validation is coded appropriately:

label for="input"  
input id="input" aria-describedby="valid\_message"  
div id="valid\_message" (the checkmark itself is insufficient)

252 users

34 users

246 users

56 users

0 users

Select

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## 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   |

Select

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## Add Multiple Users Through CSV

select      upload      validation      confirmation

Code as a progress bar

Upload your csv file

csv file example

BROWSE FILES

Make sure can upload files with the keyboard

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## Add Multiple Users Through CSV

select      upload      validation      confirmation

Construct as a table with column and row headers. Also make sure that the messages:

[csv file example](#)

	email address	role	first name	last name
5	liyuxuan@umich.edu	student	Yuxuan	Li
	should be non-UM email			
16	siwонc@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			

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

[BROWSE FILES AGAIN](#)

Rely on something other than color are focusable.  
Are standalone informative ("edhq is an invalid email address")

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

## Add Multiple Users Through CSV

select upload validation confirmation

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

csv file example

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

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**if this is a modal, make sure it is a properly constructed modal**

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## Add Multiple Users Through CSV

select      upload      validation      confirmation

csv file example

email address      role      first name      last name

	email address	role	first name	last name
5	liyuxuan@umich.edu	student	Yuxuan	Li
16	siwong@mail.umich.edu	Student Teacher	Yuxuan	Li
21	abc@gmail.com	Observer John Designer	Holt	
22	jw2@gmail.com	Technician invalid role		
40	edhq	teacher invalid email address	Edward Grader	Bernard

should be non-UM email  
this student has been enroled  
a non-UM email address  
refer to question mark for details  
GSI  
invalid role  
invalid email address

**X**  
an 10 errors have been made!  
of the file are shown here for reference.  
BROWSE FILES AGAIN

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## Add Multiple Users Through CSV

select      upload      validation      confirmation

csv file example

	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			

X

Oops, there are errors in your file!

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## Add Multiple Users Through CSV



select      upload      validation      confirmation

	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

if the parsing is going to happen on the client or the result are going to be retrieved async-notify the screen reader user that something has happened. Can add aria-live to the block below or pass the focus to it



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

**CONFIRM**

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## Add Multiple Users Through CSV

select      upload      validation      confirmation

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

Need Help?  
Visit [Canvas Course Manager](#)  
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Call 734-764-HELP (4357)

Course Roster: 5/6 test X Slack | Yuqiao Wang | ITS Ar X Search results for Next - Fla X University of Michigan - Cal X [PLEASE RESPOND] U-M Fa X Icons - Material Design X +

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Everyone Group 3 group1 group2 + Group Set + People

Search people All Roles

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