



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 your own course

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

Contact

[ITS Service Center](#)

Call

734-764-HELP (4357)

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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 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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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



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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[Canvas Course Manager Feature Page](#)  
  
Contact  
[ITS Service Center](#)  
  
Call  
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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 U-M users

## Add U-M users



Create a new section to add users ?

ALA 521 Summer 2020 Section 003

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

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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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

Select

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[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

Now added to the list below. Please select the section.

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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[ITS Service Center](#)

Call  
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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 U-M users

## Add U-M users



Create a new section to add users

Section Summer test

Create

Now added to the list below. Please select the section.

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 checked="" type="radio"/>	Section Summer test	0 users

Select

### Need Help?

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[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

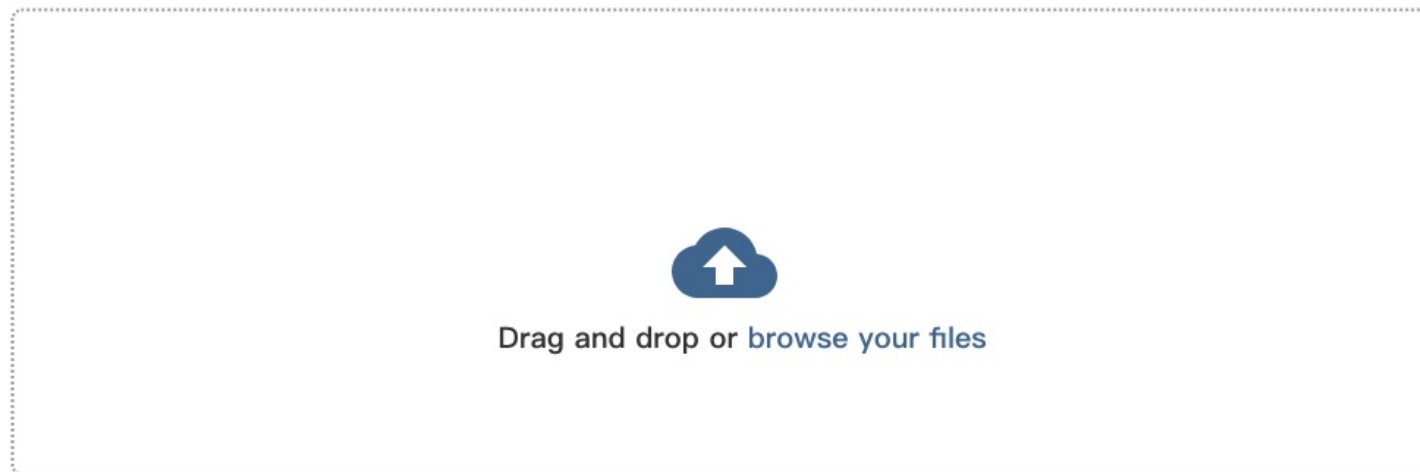
Canvas Course Manager > Add U-M users

## Add U-M users



### Upload your CSV file

**Requirement:** Your file should include the user's username and their role.  
[View a CSV File Example.](#)



### Need Help?

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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 U-M users

## Add U-M users



CSV file: NAME\_OF\_CLASS

[csv file example](#)

	username	role
17	liyuxuan1	student
	invalid username	
21	siwonc	runner
		invalid role
27	abc	player
		invalid role
30	jwoli	technician
		invalid role
33	edhq22	teacher
	invalid username	

< 1 > >>

## Review your CSV file



More than 10 errors exist!  
Correct the file first and [upload again](#).

## Need Help?

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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 U-M users

## Add U-M users



CSV file: NAME\_OF\_CLASS

[csv file example](#)

	username	role
17	liyuxuan1	student
	invalid username	
21	siwonc	invalid role
27	abc	invalid role
30	jwoll	technician
	invalid role	
33	edhq22	teacher
	invalid username	

	username	role
1	liyuxuan	Student

the username of enrolled user refer to question mark for details

### Review your CSV file



More than 10 errors exist! Please review the file first and [upload again](#).

### Need Help?

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- M
- 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



CSV file: NAME\_OF\_CLASS

csv file example

	username	role
17	liyuxuan1	student
	invalid username	
21	siwonc	invalid role
27	abc	invalid role
30	jwoll	technician
	invalid role	
33	edhq22	teacher
	invalid username	

Review your CSV file

1

liyuxuan

Student

the username of enrolled user refer to question mark for details

Student

Teacher

Observer

Designer

Participant

Grader

Librarian

more than 10 errors exist! file first and [upload again](#).

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- 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

Canvas Course Manager > Add U-M users

### Add U-M users



#### CSV file: NAME\_OF\_CLASS

[csv file example](#)

	username	role
17	liyuxuan1	student
	invalid username	
21	siwonc	player
		invalid role

#### Review your CSV file



There are errors in your file!  
Correct the file first and [upload again](#).

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[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



CSV file: NAME\_OF\_CLASS

[csv file example](#)

	username	role
1	liyuxuan	student
2	siwonc	student
3	abc	observer
4	jwoli	student
5	edhq	teacher

## Review your CSV file



Your NAME\_OF\_CLASS file is valid!  
If this is the right file you want to upload  
click Submit File

Cancel

Submit File

## Need Help?

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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 U-M users

## Add U-M users

select

upload

review

confirmation



New users have been added!  
This may take several minutes to appear in Canvas People Everyone.

See your added users in  
Canvas People Everyone

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Feature Page](#)

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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	⋮