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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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New Analytics

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 and their role < 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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New Analytics

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 and their role < 1 >»

<input type="radio"/>	ALA 225 Summer 2020 Section 105	252 users	<div>select a role ^</div> <div>Student</div>
<input type="radio"/>	ALA 225 Summer 2020 Section 106	34 users	<div>Teacher</div>
<input type="radio"/>	ALA 521 Summer 2020 Section 003	246 users	<div>TA</div>
<input type="radio"/>	ALA 521 Summer 2020 Section 003	246 users	<div>Designer</div>
<input type="radio"/>	ALA 521 Summer 2020 Section 003	246 users	<div>Observer</div>
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users	<div>Student v</div>

Confirm



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

Add Users Manually

Input the user's email address

liyuxuan@gmail.com

Success

First name

Last name

Yuxuan

Li

Success

Select the section this user will be in and their role < 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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Add Users Manually

Input the user's email address

liyuxuan@gmail.com

Success

First name

Last name

Yuxuan

Li

Success

Select the section this user will be in and their role < 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 > Add users manually

Add Users Manually



One new non-UM user has 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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Canvas Course Manager > Add non-UM users > Add multiple users through csv

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

Add Multiple Users Through CSV



Create a new section to add users

ALA 225 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 225 Summer 2020 Section 003	246 users
<input type="radio"/>	ALA 225 Summer 2020 Section 004	56 users

Select



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Home > Add non-UM users

Add Multiple Users Through CSV



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 > »

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

Add Multiple Users Through CSV



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 225 Summer 2020 Section 003	246 users
<input type="radio"/>	ALA 225 Summer 2020 Section 004	56 users

Select

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Add Multiple Users Through CSV

select

upload

review

confirmation

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 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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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 225 Summer 2020 Section 003	246 users
<input type="radio"/>	ALA 225 Summer 2020 Section 004	56 users
<input checked="" type="radio"/>	Section Summer test	0 users

Select



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Add Multiple Users Through CSV



Upload your CSV file

Requirement: Your file should include the user's email address, role, first name, and last name.
[View a CSV File Example.](#)

Drag and drop or [browse your files](#)





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

Add Multiple Users Through CSV



Upload your CSV file

Requirement: Your file should include the user's email address, role, first name, and last name.
[View a CSV File Example.](#)

email address	role ?	first name	last name
1 liyuxuan@nonUMmail	Student	Yuxuan	Li
a non-UM email address	refer to question mark for details		



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CSV file: NAME_OF_CLASS

[csv file example](#)

	email address	role	first name	last name
5	liyuxuan@umich.edu	student	Yuxuan	LI
	should be non-UM email			
16	siwonc@maillinator.com	student	Siwon	Choi
	this student has already 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			

Review your CSV file



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

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

Add Multiple Users Through CSV



CSV file: NAME_OF_CLASS

[csv file example](#)

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

Review your CSV file



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

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CSV file: NAME_OF_CLASS

csv file example

csv file example

	email address	role	first name	last name
5	liyuxuan@umich.edu	student	Yuxuan	LI
	should be non-UM email			
16	siwonc@ma			
	this student has been e			
1	liyuxuan@nonUMmail	Student	Yuxuan	LI
21	abc@gm			
	a non-UM email address refer to question mark for details			
22	jw2@gmail.com	technician		
	invalid role			
40	edhq	teacher		
	invalid email address			

email address

role ?

first name

last name

Student

Teacher

Observer

John Designer

Participant

Edward Grader

Librarian

Review your CSV file



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



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CSV file: NAME_OF_CLASS

[csv file example](#)

	email address	role	first name	last name
5	liyuxuan@umich.edu	student	Yuxuan	LI
	should be non-UM email			
16	siwonc@maillinator.com	student	Siwon	Choi
	this student has already been enrolled			

Review your CSV file



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

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CSV file: NAME_OF_CLASS

[csv file example](#)

	email address	role	first name	last name
1	liyuxuan@gmail.com	student	Yuxuan	LI
2	siwonc@maillinator.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

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](#)

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New non-UM 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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Everyone Group 3 group1 group2

+ Group Set

Search people

All Roles

+ 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	⋮