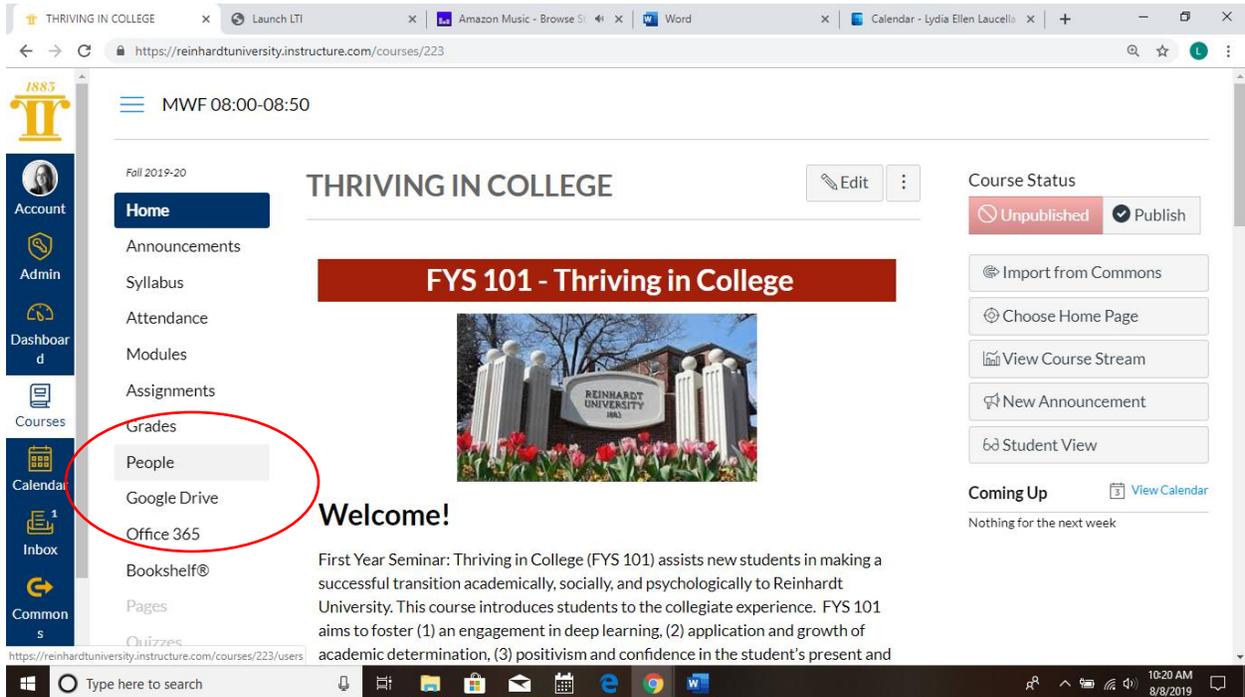


How to Add Yourself as an Instructor In a Co-Taught Course

If you are coteaching a course and cannot see the course in your own Dashboard, then you will need to have the instructor who is coteaching the course with you (and who can see it on the Dashboard) will need to manually add you to the course in question.

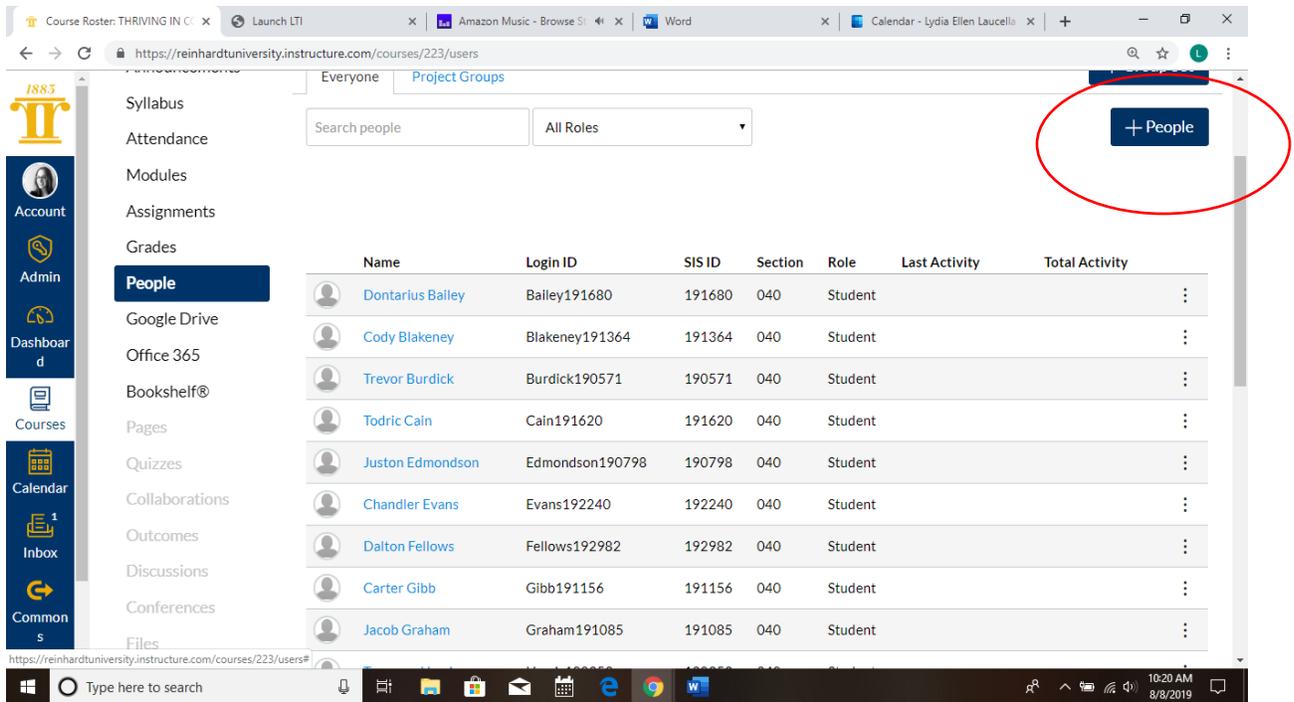
To Be Added to a Course Follow These Steps:

1. The co-instructor who can see the course will need to login in to Canvas and enter into the course in question through the Dashboard. Once in the course, locate the People tab in the Course Navigation.

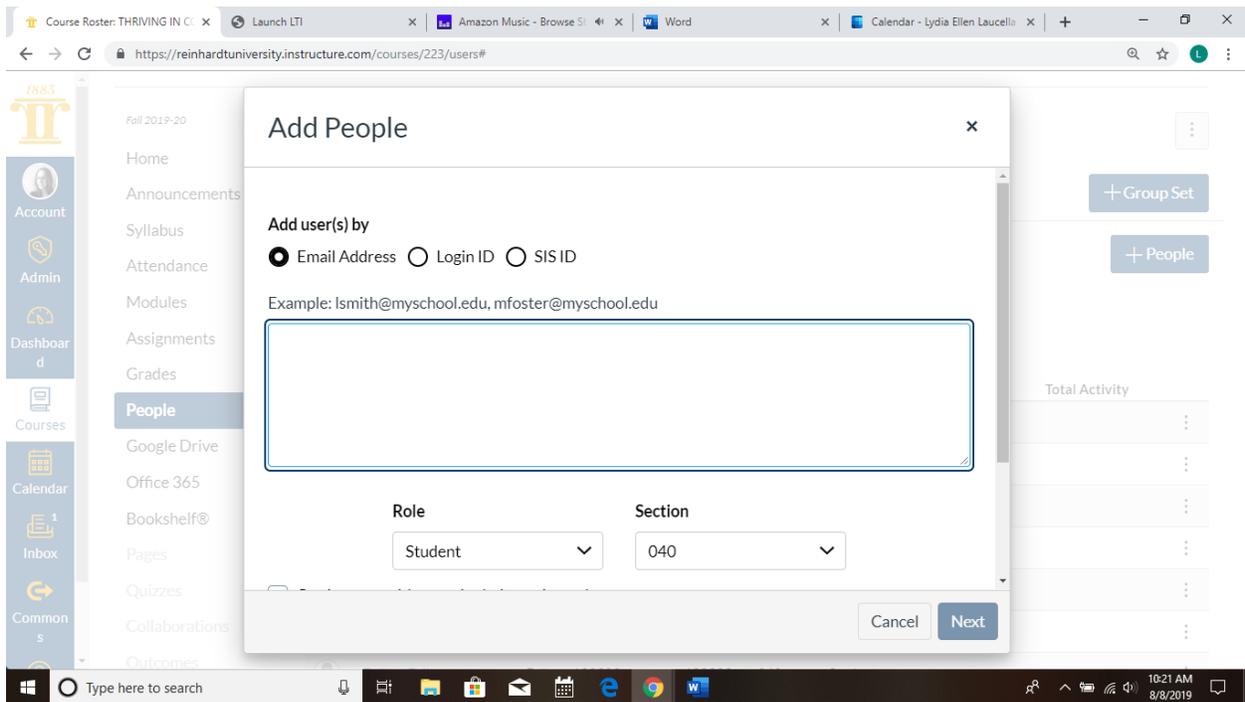


The screenshot shows the Canvas LMS interface for a course titled "THRIVING IN COLLEGE". The course is currently unpublished. The "People" tab in the Course Navigation sidebar is circled in red. The main content area displays a "Welcome!" message for the "FYS 101 - Thriving in College" course, which is a First Year Seminar. The course description states: "First Year Seminar: Thriving in College (FYS 101) assists new students in making a successful transition academically, socially, and psychologically to Reinhardt University. This course introduces students to the collegiate experience. FYS 101 aims to foster (1) an engagement in deep learning, (2) application and growth of academic determination, (3) positivism and confidence in the student's present and future." The interface also includes a "Course Status" section with "Unpublished" and "Publish" buttons, and a "Coming Up" section with a "View Calendar" link.

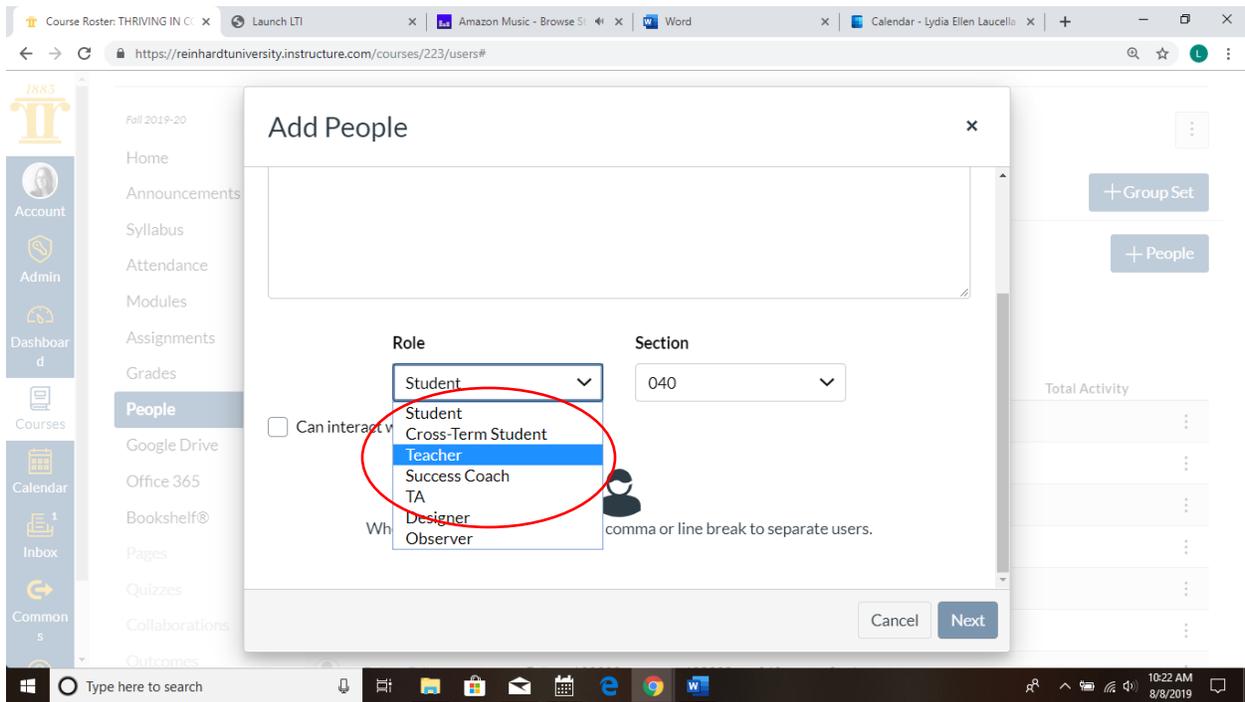
2. Click on the People tab. And find the “+People” button on the top right corner of the screen.



3. Click on the “+People” button. Then, enter the Reinhardt email address of the instructor that needs to be added to the course.



4. Change the role to “Teacher.” Make sure that the section number is correct.



5. Click “Next” and verify the instructor’s credentials.

6. Click “Next” and press “Add Users”.

Course Roster: THRIVING IN C... Launch LTI Amazon Music - Browse S... Word Calendar - Lydia Ellen Laucella

https://reinhardtuniversity.instructure.com/courses/223/users#

1883

Fall 2019-20

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+ People

Total Activity

Add People

✓ The following users are ready to be added to the course.

| Name | Email Address | Login ID | SIS ID | Institution |
|------------------------------|-----------------------------|----------|--------|----------------------|
| lydia.laucella@reinhardt.edu | lydialaucella@reinhardt.edu | | | Reinhardt University |

Cancel Start Over Add Users

Justin Edmondson Edmondson190798 190798 040 Student

Chandler Evans Evans192240 192240 040 Student

Type here to search 10:24 AM 8/8/2019

*To verify that the changes have been made, the instructor who should have been added to the course will need to log back in to Canvas. He/she should see a green banner to accept an invitation to the course, after which, the course in question should be visible on the Dashboard.