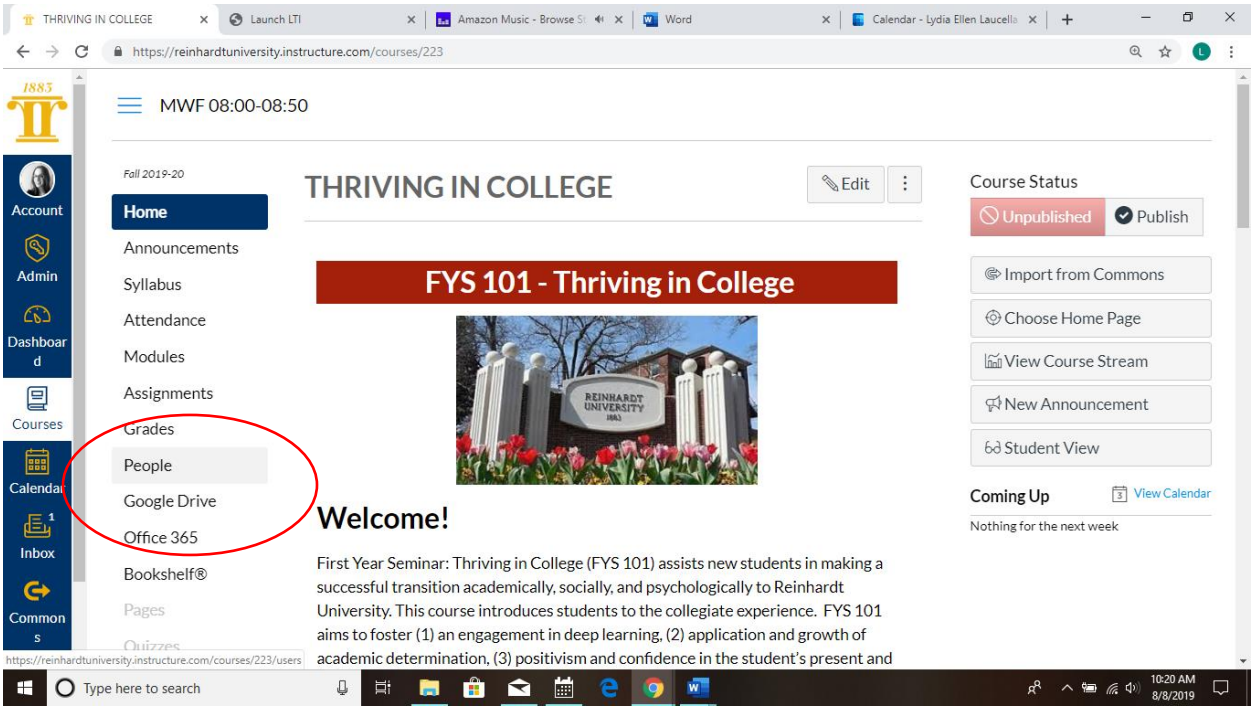
How to Add Yourself as an Instructor In a Co-Taught Course

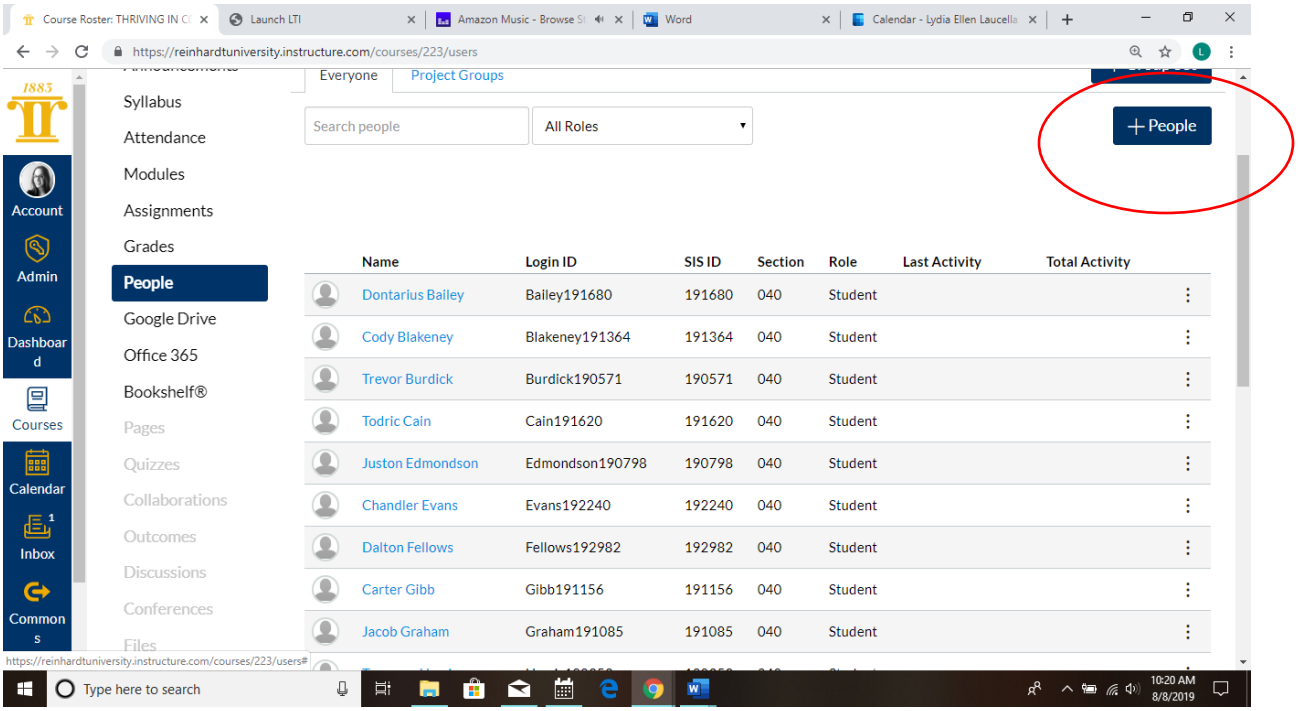
If you are coteaching a course and cannot see the course in your own Dashboard, then you will need to have the instructor who is coteaching the course with you (and who can see it on the Dashboard) will need to manually add you to the course in question.

To Be Added to a Course Follow These Steps:

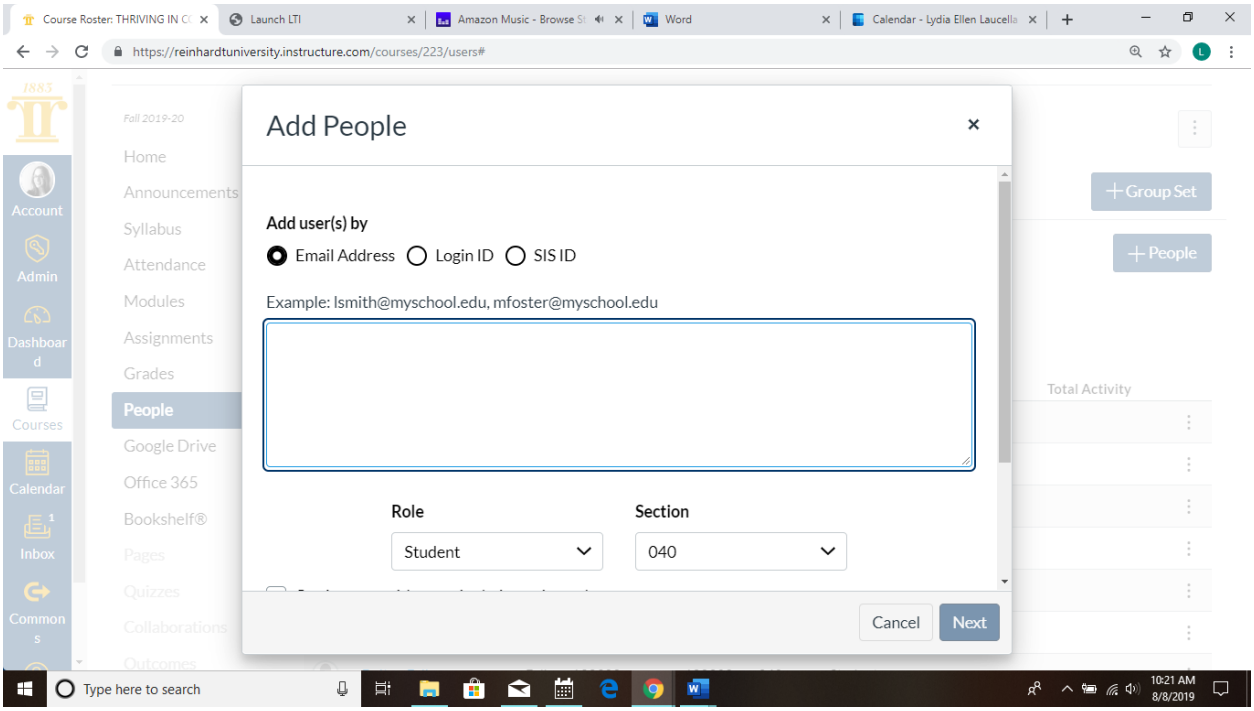
1.The co-instructor who can see the course will need to login in to Canvas and enter into the course in question through the Dashboard. Once in the course, locate the People tab in the Course Navigation.



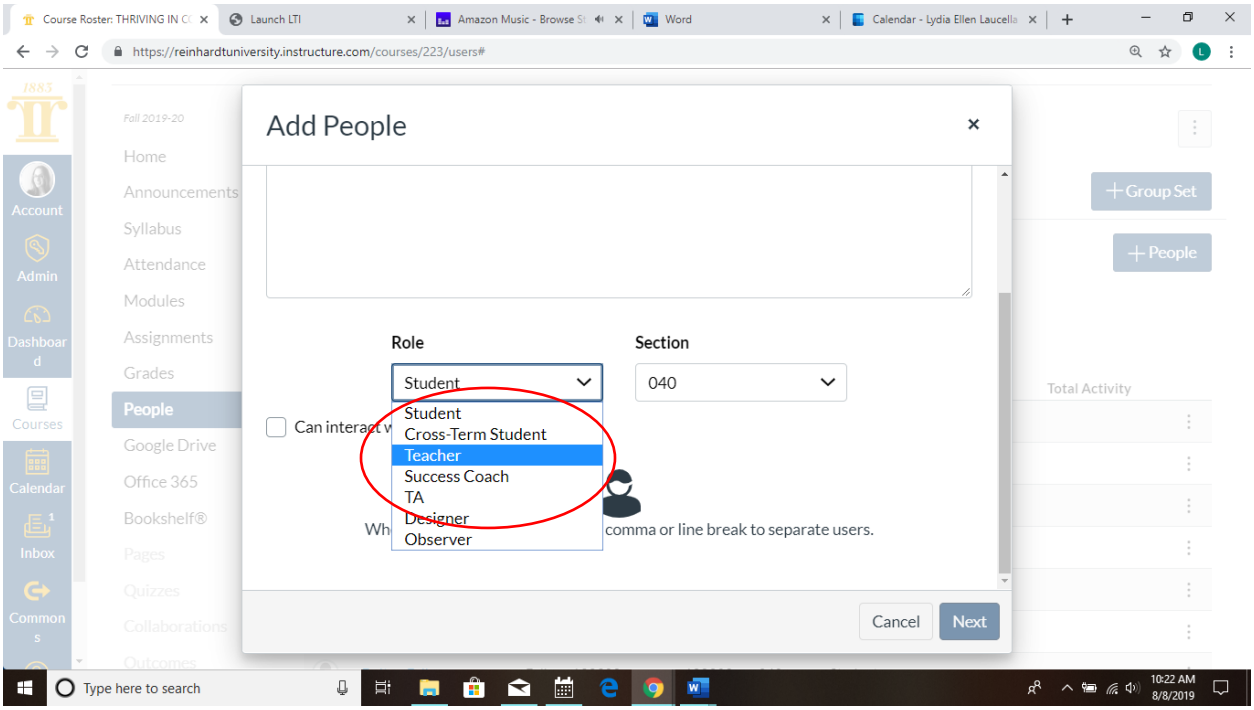
2. Click on the People tab. And find the “+People” button on the top right corner of the screen.



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

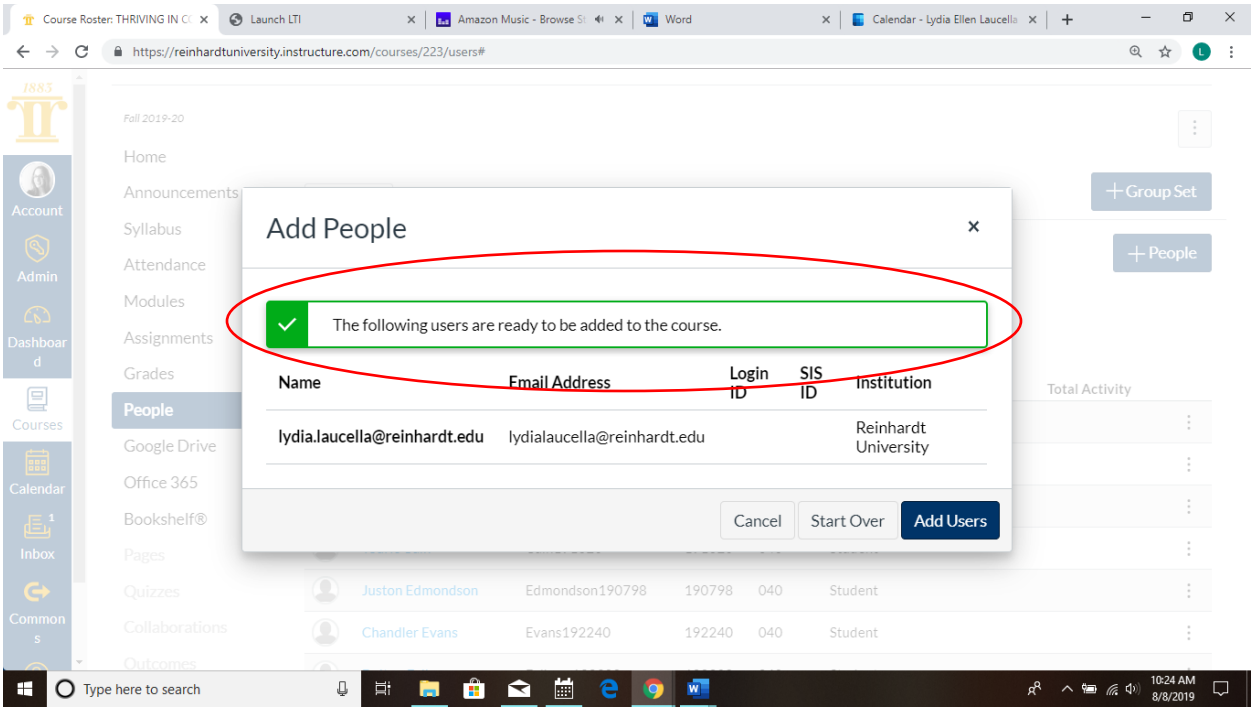


4. Change the role to “Teacher.” Make sure that the section number is correct.



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

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



*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.