

“Manage Users” in e-Learning

“Manage Users” is a tool in the Canvas course toolbar available to Teachers and Facilitators in courses in Canvas where you may add or remove users in your course.

Since Students are loaded automatically based on their Registrar section, you will typically be using “Manage Users” to enroll TAs, Facilitators, Designers, Teachers, etc.

- Click “Manage Users” in the course toolbar
- Enter UFID or GatorLink username for the person you want to enroll
- Select the Section
 - By default, the section is the “INIT” section where Teachers/TAs/Facilitators/Designers are enrolled.
 - MISC section is used for adding a student who is not registered through the Registrar
 - Registrar sections – the only time you would choose this section is if you wanted to put a TA in the section and “limit to section” so that the TA can only access those students.
- Select the Role
 - By default, the TA role is chosen, but you may select from the other roles available
- Limit to Section
 - By default, “no” is selected. This option limits the person to interact ONLY with the participants in the section in which you are enrolling. If you put a TA in a section and limit to section, you will also need to enroll the TA in the INIT section and limit to that section as well. If the TA is not in the INIT section, the TA will not be able to interact with the Teachers and others enrolled in the INIT section.
- Select “Next”
- On the following page, select “Add User(s)”

Some functions, such as creating and managing new sections, or enrolling in really large courses, must be carried out through “My Canvas Course Management” at <https://my.ufl.edu>. For detailed instructions, please visit, <http://elearning.ufl.edu/adding-participants/>.