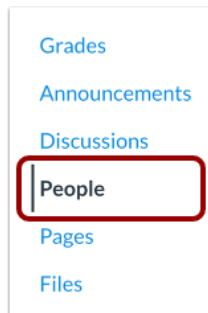


How do I add my evaluator to my Canvas course site?

Instructors can add an evaluator to a Canvas course site through the following steps:

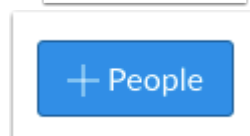
Open People

In Course Navigation, click the **People** link.



Add People

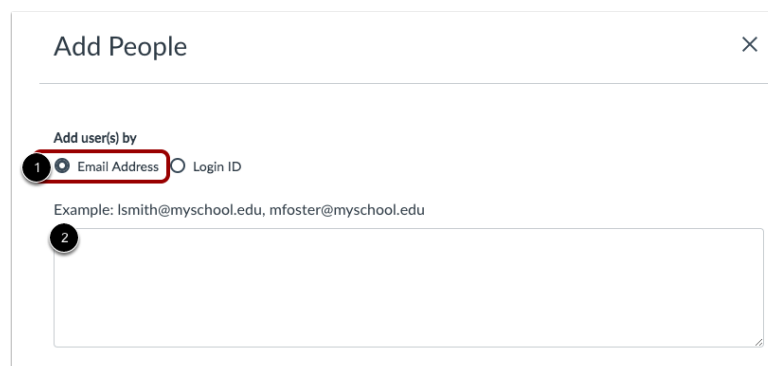
Click the **Add People** button.



Select User Search: Search by Email

To select a search option, click the button for your preferred search method: **Search by Email**.

Then, in the text field [2], enter the **email address** for the user.

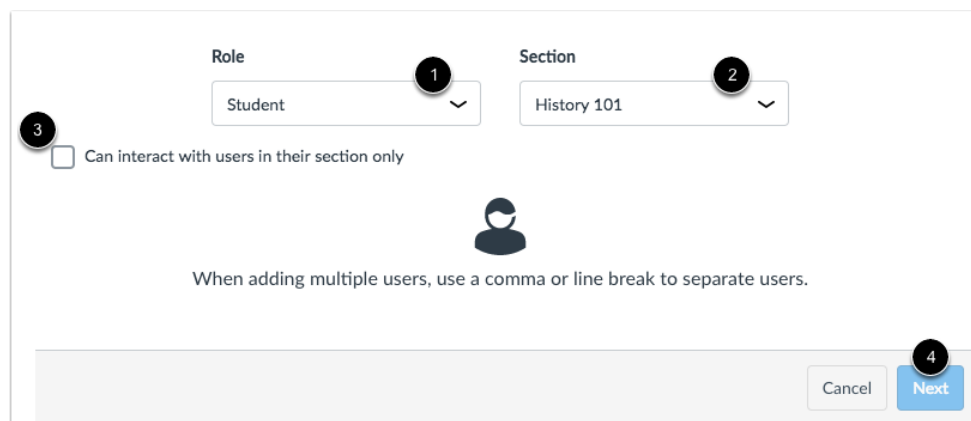
The 'Add People' dialog box. At the top, it says 'Add user(s) by' with two radio buttons: 'Email Address' (selected, marked with a red box and a '1') and 'Login ID'. Below this is an example text: 'Example: lsmith@myschool.edu, mfooster@myschool.edu'. A large text input field is below the example, marked with a '2'.

Select User Details

In the Role drop-down menu [1], assign the user(s) a role for the course - **Student**.

All evaluators should be added in the Student role so that they can view the course site from the same perspective as your students.

Click the **Next** button [4].

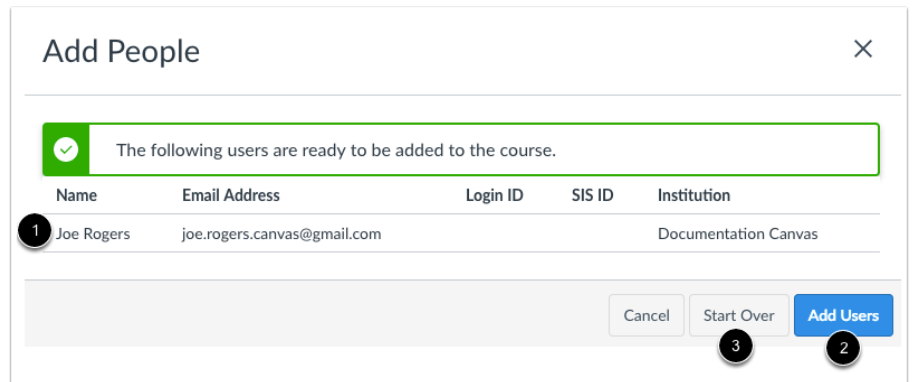
The 'Add People' dialog box. It shows two dropdown menus: 'Role' (marked with a '1') set to 'Student' and 'Section' (marked with a '2') set to 'History 101'. Below these is a checkbox (marked with a '3') labeled 'Can interact with users in their section only'. A user icon is centered below the checkbox. Below the icon is the text: 'When adding multiple users, use a comma or line break to separate users.' At the bottom right, there are two buttons: 'Cancel' and 'Next' (marked with a '4').

Confirm User Information

The user's name displays along with the user's information you used in the user search.

Once you've confirmed that the evaluator's name and email are correct, click the Add Users button [2].

Note: If Canvas did not find your intended user, you can click the Start Over button [3].

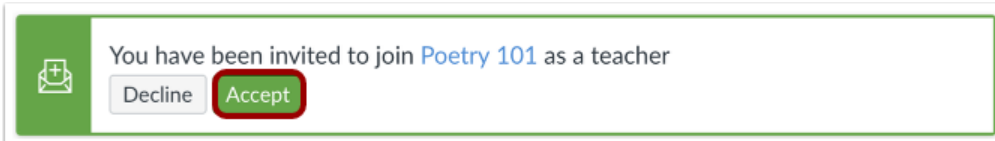


The Evaluator Will be Sent an “Invitation”

When a user is manually added to a course site, Canvas sends a course invitation. The evaluator must accept the course invitation to participate in the course. Until the evaluator accepts the course invitation, the evaluator's status will display as “pending” in the People section of your Canvas site.

Evaluators:

You can **accept this course invitation** by logging into your Canvas account and clicking on the “Accept” button on the invitation notification that appears on your Dashboard.

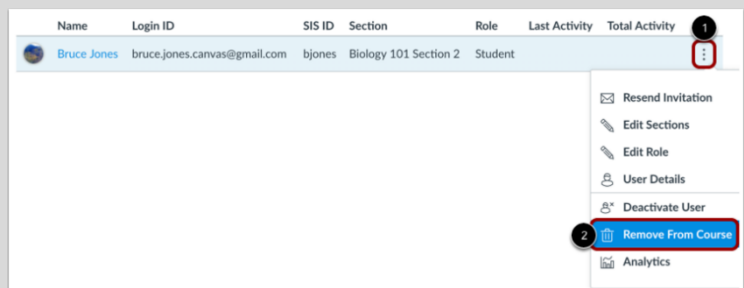


Remove your Evaluator (after the observation period)

Remember to remove your evaluator from your Canvas course site once the observation period is complete.

To remove the evaluator from your Canvas site:

- go to **People** in the Canvas site menu
- locate the evaluator's name
- click on the user's **Options** icon (it looks like three vertical dots)
- select **Remove from Course**



On the next page, confirm that you want to remove this user by clicking the **OK** button.

For questions / assistance with Canvas, please contact Online Teaching Support at cc-onlineteaching@chabotcollege.edu.