



Add Someone to Canvas Course After the Course Closes

Academic Canvas courses have an End Date. When the date occurs, the course closes/is hidden to students.

Also, when the End Date occurs, you cannot add a new user to that course. Below is how to add someone to a “closed” Canvas course.

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Reopen Your Closed Canvas Course

Enter your “closed” Canvas course to which you would like to add someone.

On the left menu, click Settings.



Under the Course Details tab, scroll down to the Ends Date.

Uncheck “Users can only participate...”

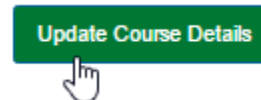
Ends:

Jul 31, 2016 at 11:59pm

Sun Jul 31, 2016 11:59pm

Users can only participate in the course between these dates
you must enter start and end dates and check the box to enable
This will override any term availability settings

At the bottom click Update Course Details.



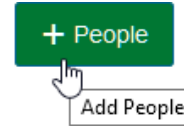
The course is now Visible to All the students who were in the course.

Add Person To Course

On the **left menu** *click* People



At the **top right** *click* + People



In the **text box** *type* the **eID** of the person you wish to add.

e.g. tsmith, camram

Enter a list of CSU eNames, separated by commas. Example: asmil

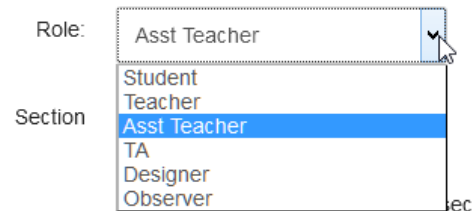
A rectangular text input field with a light gray border. The text "camram" is entered in the field, with a red squiggly underline underneath it.

Under the **Role drop down menu**, *select* the **role** you would like this person to have in the course.

TA – help grade

Designer – add content

Assistant Teacher – help grade and add content.



At the **bottom** *click* **Next** and follow the prompts on the screen.

The next time this person logs into Canvas, they will be invited to join your course.

Close Course Again to Students

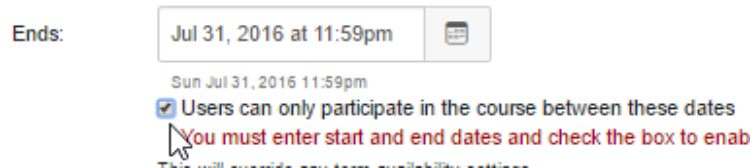
After you add the person to your Canvas course, you'll want to close it again and hide it from your previous students.

On the **left menu**, *click Settings*.

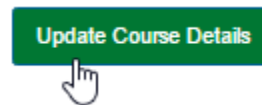


Under the **Course Details** tab, *scroll down* to the **Ends Date**.

CHECK “Users can only participate...”



At the **bottom** *click Update Course Details*.



This will once again hide this course from your previous students.

Canvas Help / Support

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<https://community.canvaslms.com/community/answers/guides>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

canvashelp@colostate.edu