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.

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…”

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

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