

## IN MYCLASSES CANVAS

Faculty can enroll various individuals into their courses based on different roles, with the exception of students. Student enrollment for credit-bearing courses is handled exclusively by a report from GullNet which runs every four hours. The following chart describes each of the roles available within MyClasses Canvas:

	The Teacher role has access to all areas of the course and all areas in Settings to manage the course. This role is automatically given to the official faculty member(s) of record within GullNet. This role provides access to a course even when it is unavailable to Students.
	The Student role is a participant in the course that can view all content and activities. Any graded activities will then be reflected in the Gradebook.
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6. Select the desired Role for the individuals based on the table on page 1. Then select the section in which the person is associated.



7. *In courses with combined sections*, select the checkbox if you want the individuals to view the students within a specific section. Example: A lab assistant would only see the students in the lab in which they are assigned.
8. Click .
9. A window will appear confirming the individuals you want to add. If a person, cannot be found a warning will appear. Check the spelling of the username or contact ID&D to have the person added to MyClasses.



