How do I add participants to a past Canvas course?

Tell Me

You can add participants to past Canvas courses that are less than a year old. You must change the course *Ends* date and select the **Students can only participate in the course between these dates** checkbox in order to see the +**People** button on the People page.

**Older Courses**

For older Canvas courses, submit a ticket with the IT Service Desk or email help@uncc.edu. Include the course name including the subject code, number, section, and semester.

1. **Change the course end date**
   a. Access the Canvas course
   b. On the left side of the page, click the **Settings** link. The Course Details page is displayed.

![Canvas Course Menu]

*Spring 2017*

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- Collaborations
- Modules
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- LockDown Browser

*Settings*
c. If necessary, in the Participation drop-down list, select Course

<table>
<thead>
<tr>
<th>Term:</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation:</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>Jan 8, 2020 12:00am</td>
</tr>
<tr>
<td>End</td>
<td>May 17, 2020 12:00am</td>
</tr>
</tbody>
</table>

- Restrict students from viewing course before term start date
- Restrict students from viewing course after term end date

d. In the Ends text box, specify a future date. For example, the next day or the next month

| Participation: | |
| Course | |
| Start | Jan 8, 2020 7:00am |
| End | May 14, 2021 12:00am |

Course participation is limited to course start and end dates. Any section dates created in the course may override course dates.

- Course participation is set to expire at midnight, so the previous day is the last day this course will be active.
- Restrict students from viewing course before course start date
- Restrict students from viewing course after course end date

e. Scroll to the bottom of the page and click Update Course Details

2. Add the participant
   a. On the left side of the page, click the People link. The People page is displayed
2. Click +People. The Add People dialog box is displayed

   ![Add People dialog box]

   b. In the Add user(s) by area, select Login ID
d. In the text box, type the NinerNET user name of the person you want to add
e. In the Role drop-down box, select the access the person will have in the course
f. Click Next

   ![Add People dialog box with selected options]

g. If the correct participant is found, click Add Users. Otherwise, Click Start Over

3. Delete the course end date
   
a. On the left side of the page, click the Settings link. The Course Details page is displayed
   b. Delete the date in the Ends text box
c. Deselect the Restrict students from viewing course after course end date checkbox
d. Scroll to the bottom of the page and click Update Course Details

Related FAQs

- How do I add participants to a past Canvas course?
- How do I specify that students use the Respondus LockDown Browser in a Canvas quiz?
- How do I share an Item Bank with another faculty?
- What are instructor best practices for online tests that use LockDown Browser?
- How do faculty add Apporto to Canvas course?