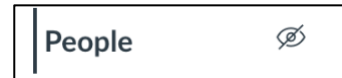


Canvas - Add a teacher as an observer in a course

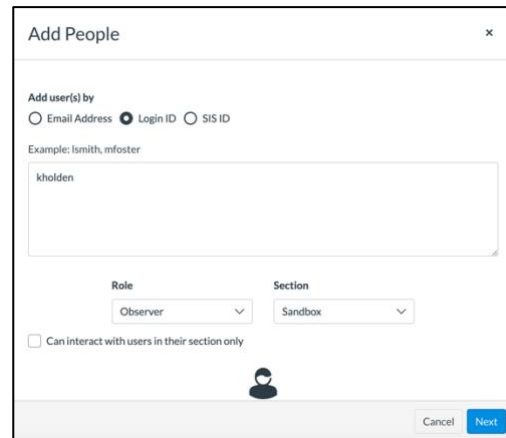
1. Go into your Canvas course and select **People** in course navigation.



2. Click on the **+ People** button on the top right.



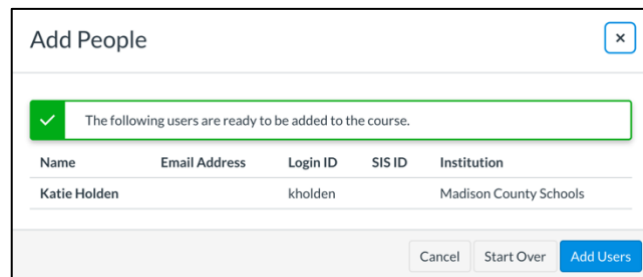
3. Select **Login ID** and type in the username of the teacher's email address.

A dialog box titled "Add People" with a close button (X) in the top right. It contains a section "Add user(s) by" with three radio buttons: "Email Address", "Login ID" (selected), and "SIS ID". Below this is a text input field with the example "lsmith, mfoster" and the text "kholden" entered. There are two dropdown menus: "Role" set to "Observer" and "Section" set to "Sandbox". A checkbox "Can interact with users in their section only" is unchecked. At the bottom right are "Cancel" and "Next" buttons.

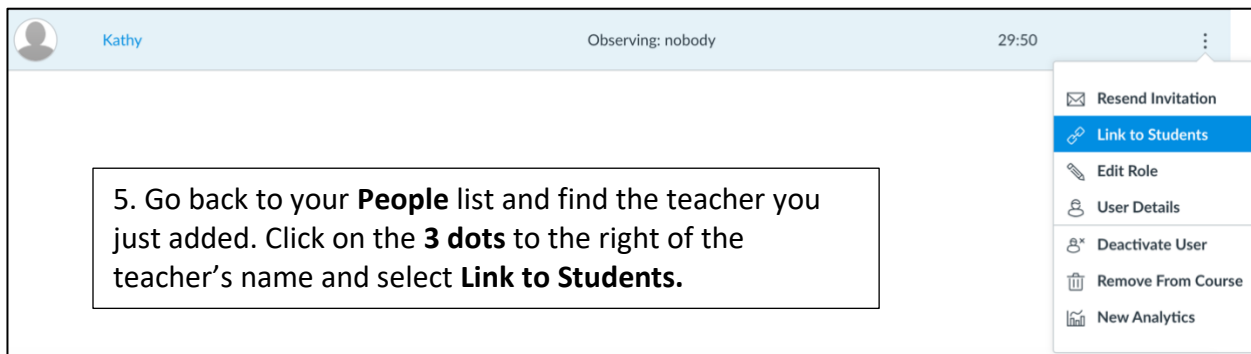
In the **Role** dropdown select **Observer**.

Click **Next**.

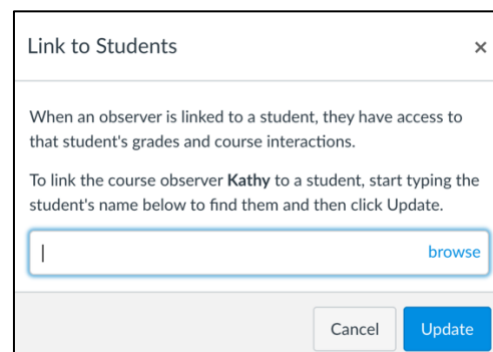
4. You will get a confirmation window that the teacher has been found and ready to be added. If there is no name, go back and check the username.

A dialog box titled "Add People" with a close button (X) in the top right. It shows a green checkmark and the text "The following users are ready to be added to the course." Below is a table with columns: Name, Email Address, Login ID, SIS ID, and Institution. The table contains one row: Katie Holden, , kholden, , Madison County Schools. At the bottom right are "Cancel", "Start Over", and "Add Users" buttons.

Click **Add Users**.

A screenshot of the Canvas "People" page. The header shows a user profile for "Kathy", "Observing: nobody", and a timer "29:50". A list of people is shown, with a text box highlighting the instruction: "5. Go back to your **People** list and find the teacher you just added. Click on the **3 dots** to the right of the teacher's name and select **Link to Students**." To the right of the list is a dropdown menu with options: "Resend Invitation", "Link to Students" (highlighted in blue), "Edit Role", "User Details", "Deactivate User", "Remove From Course", and "New Analytics".

6. Type the name(s) of the students that the teacher will be observing and the names will populate. Select the name. After adding all students for that teacher, click **Update**.

A dialog box titled "Link to Students" with a close button (X) in the top right. It contains text explaining that when an observer is linked to a student, they have access to that student's grades and course interactions. It also says: "To link the course observer **Kathy** to a student, start typing the student's name below to find them and then click Update." Below this is a text input field with a "browse" button to its right. At the bottom right are "Cancel" and "Update" buttons.