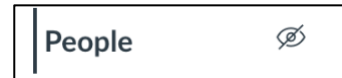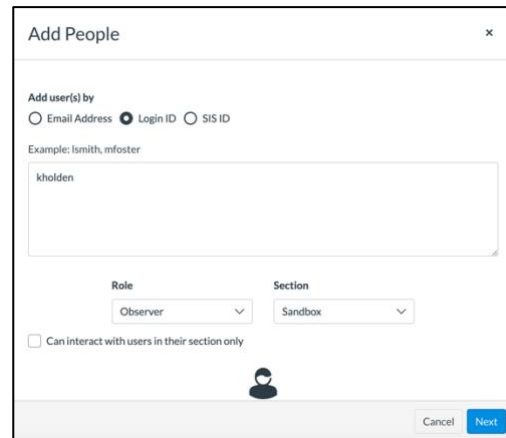## Canvas - Add a teacher as an observer in a course

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

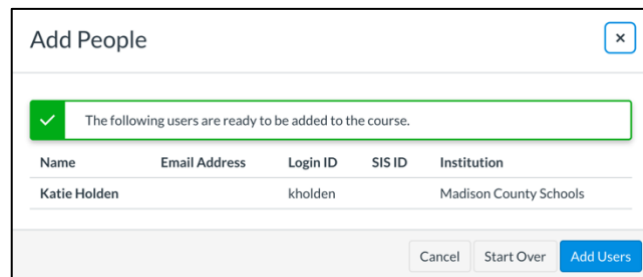2. Click on the **+ People** button on the top right.

3. Select **Login ID** and type in the username of the teacher's email address.
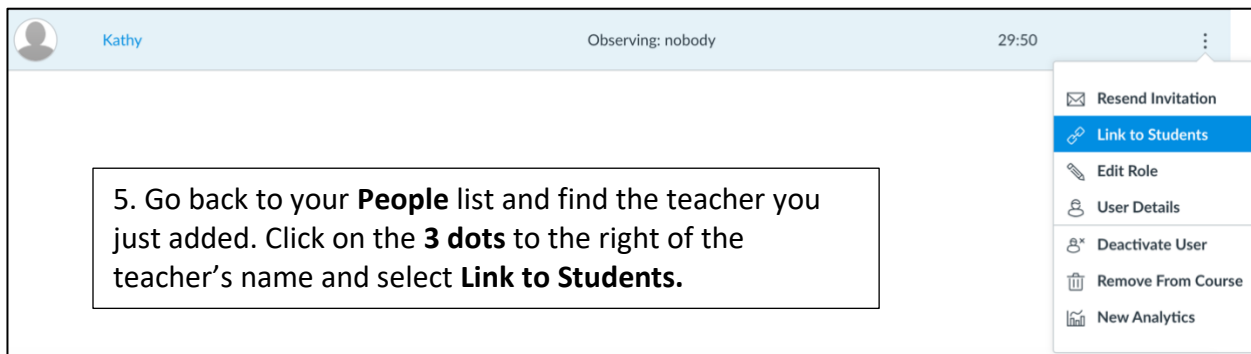
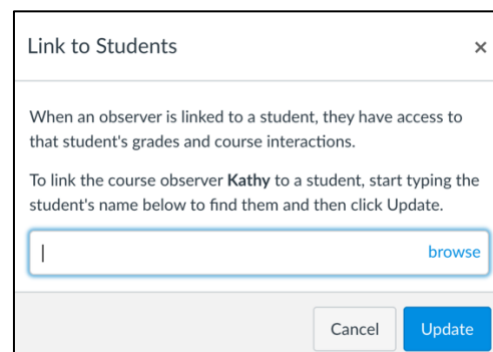In the **Role** dropdown select **Observer.**

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.

Click **Add Users.**

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.**

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.**