

How do I add participants to a past Canvas course?

Tell Me

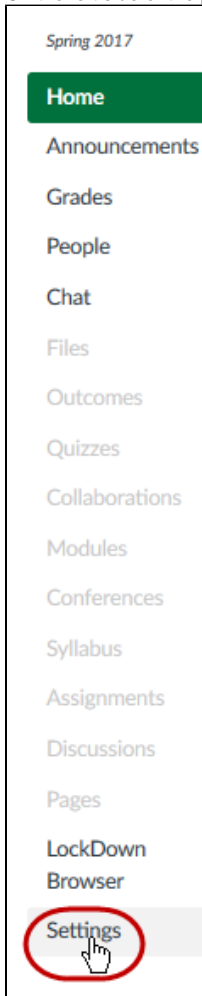
You can add participants to past Canvas courses that are less than a year old. You must change the course **Ends** date and select the **Students can only participate in the course between these dates** checkbox in order to see the **+People** button on the People page

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



- c. In the **Ends** text box, specify a future date. For example, the next day

d. Select the **Students can only participate in the course between these dates** checkbox

Course Details

Image: Choose Image

Name: 201680-Fall 2016-AMST-3020-004-Seminar in American Studies

Course Code: 201680-AMST-3020-004-12998

Time Zone: Eastern Time (US & Canada)

SIS ID: CCRSAMST-3020-004-12998.201680

Subaccount: American Studies

Term: Fall 2016

Starts: Aug 22, 2016 at 7:42am

Ends: Jan 6, 2017 5:00 pm

Users can only participate in the course between these dates. This will override any term availability settings.

Language: Not set (user-configurable, defaults to English (US))

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

Fall 2016

Home

Announcements

Grades

People

Chat

Files

Outcomes

Quizzes

Collaborations

Modules

Conferences

Syllabus

Assignments

Discussions

Pages

LockDown

Browser

Settings

b. Click **+People**. The Add People dialog box is displayed

Everyone Groups + Group Set

Search people All Roles

+ People

c. 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**

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 **Users can only participate in the course between these dates** 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?](#)
- [I am teaching a hybrid course and see multiple sections, which Canvas course should I use?](#)
- [How do I access Canvas Folio?](#)
- [How do I assign a quiz to a specific section in my combined Canvas course?](#)
- [How do instructors set a different event date for each section in a course calendar?](#)