

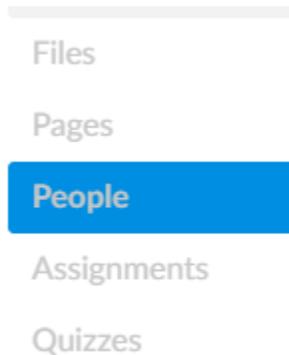


## Quick Guide: Adding Teacher Observers



**Goal: Add teacher observers (i.e. guidance counselors, team teachers) to your course.**

1.) Select **People**.



2.) Select **'+ People'** (on the right-hand side of the screen)



3.) Fill out the form.

Add People ×

Add user(s) by  
 Email Address  Login ID  SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

Section  
Holicong 1:1/Canvas

Role  
Observer

Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

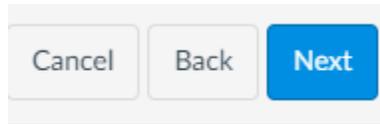
Enter the person(s) e-mail address separated by a comma.

Select the appropriate **Section**. Repeat the process if you want to add observers to more than one class (if your classes are not cross-listed).

Change the Role to **Observer**.

Click **Next**.

4.) Click **Next**.



5.) Verify that the user(s) is added to the class.

