NOTES:
The INIT section – for assigning roles of Teacher, TA, Observer, Guest Lecturer, Auditor, Facilitator and Designer.
The MISC section – used to enroll students not on the normal class rolls (i.e. students making up incompletes)

1) Login to My UFL
2) Navigate to Main Menu / UF Campus Solutions / Online Learning / My Canvas Course Management
3) You will see a list of courses in which you have the Teacher Role
4) Select a course from the list
5) You will have section options in the Drop Down
6) select an existing section and an Enrollment Requests dialog shows:
7) In the UFID type UFID of the user to add to the class
8) Select the Name of user showing below UFID then press the TAB key two (2) times to enter Role for user Box:

9) Click the magnifying glass to the right of the Role and a Look Up Role opens

10) Click on the Role required, it will populate the Role box
11) Then click the [Process Enrollment Request] button (shown below)

a. Message pops up, “Enrollment Request Submitted” click [OK] button:
Adding a Canvas section; Then Adding Users [2]

1) Login to My UFL
2) Navigate to Main Menu / UF Campus Solutions / Online Learning / My Canvas Course Management

3) You will see a list of courses in which you have the Teacher Role
4) Select a course from the list

5) You will have options in the Section Drop Down

6) *Create a Section – Lets you create logical groups within your course (i.e. for group work or TA assignment)
7) Upon selecting Create a Section, Create Section Dialog box seen below will show:

- a. Enter a Name (20 character limit) for your Section Name
- b. Then press [Create Section] Button
- c. Message pops up: Press [Yes]

8) Enrollment Requests dialog shows

- a. In the UFID type UFID of the user to add to the class (section chosen)
- b. Select the Name of user showing below, press TAB key two (2) times to enter Role for user
- c. Click the magnifying glass to the right of the role and a Look Up Role opens
d. Click on the Role required, it will populate the Role box

e. Then click the [Process Enrollment Request] button (shown below)

f. Message pops up, click [OK] button:

Back in the class in Canvas, under the COURSE / Settings / Sections (on the left) you will see the NEW section

Course Sections

CanvasMigrationTest-SectMyUFLLtutorial (1 User, SIS ID: CanvasMigrationTest.00001.2014-05-LF-UF.USER.SectMyUFLLtutorial)

Canvas Migration Test (1 User, SIS ID: CanvasMigrationTest.00001.2014-05-LF-0.INIT)