

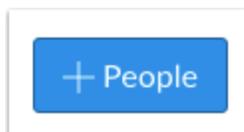
## How do I add an evaluator to my Canvas course?

Open People



In Course Navigation, click the **People** link.

Add People



Click the **Add People** button.

**Add by InSite Login ID**

## Add People ×

Add user(s) by

Email Address  Login ID  SIS ID

Example: lsmith, mfooster

insiteusername123

To add a user by login ID, select the **login ID** button [1].

In the text field [2], enter the InSite username for the evaluator. A user's InSite username includes their first initial, last name, and last three digits of their employee ID number (e.g. jdoe123).

### Select User Details

Role 1

Section

Can interact with users in their section only



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

2

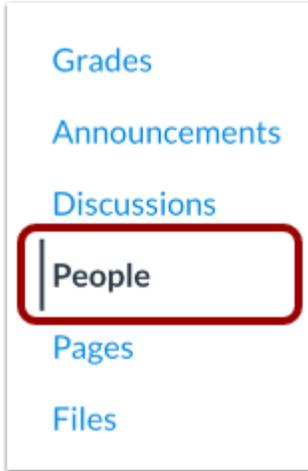
In the Role drop-down menu [1], assign the user to the Evaluator role.

Leave the Section drop-down menu as is.

Click the **Next** button [2].

# How do I remove an evaluator from my course?

Open People



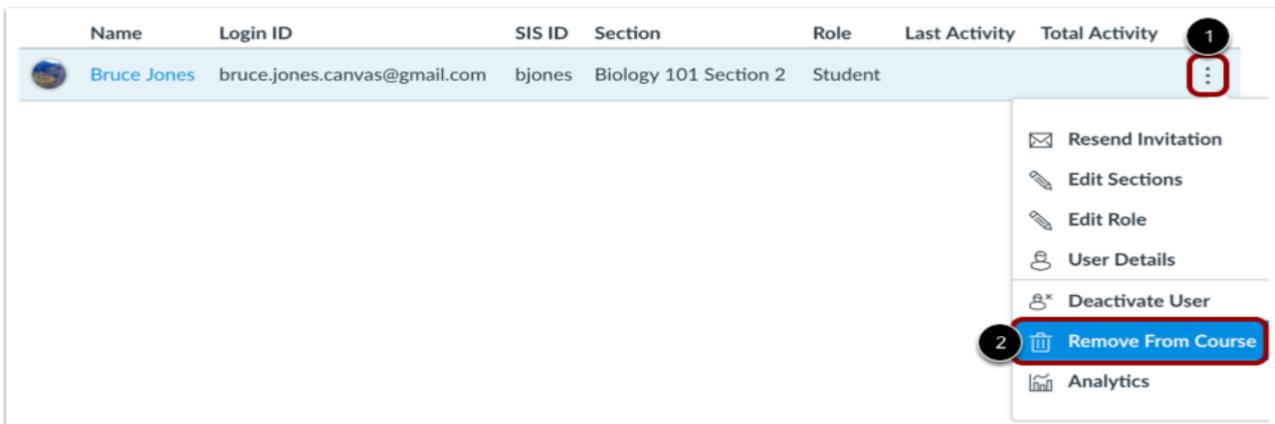
In Course Navigation, click the **People** link.

Locate Evaluator



In the search field [1], search for the name of the evaluator.. You can also filter users by role in the **Roles** drop-down menu [2].

Remove User



Click the user's **Options** icon [1], then select the **Remove From Course** link [2].