Adding an Evaluator to a Canvas Course

1. In the course navigation, click the **People** link.

2. Click the **+People** button.

3. On the Add People screen, choose Add user(s) by **Email Address**.

4. In the text field, enter the instructor’s “@smccd.edu” email address. You can add multiple instructors by separating each email address with a comma.

5. Select the “**Evaluator**” role from the drop-down menu.

6. Click **Next**.

7. Click **Add Users**.