User Management for Promotion and Tenure Organizations

Adding Users

1. On the left hand navigation menu under Courses, click People.

2. On the right hand side of the screen, click the +People button.

3. In the Add People block type or paste the email address(s) or username(s) of the person(s) that you would like to add separated by commas.

4. Select the type of Role to assign to the person(s) that you are adding. For Reappointment and P&T Orgs select either Participant (read only permissions) or Leader (read, write permissions) from the drop down menu. All of the people being added at one time must have the same role type applied to them.
5. Click **Next**.
6. Click **Add Users** to add the user(s) to the Org.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Norris</td>
<td><a href="mailto:jmnorris@uncg.edu">jmnorris@uncg.edu</a></td>
</tr>
<tr>
<td>Harold Bodenhamer</td>
<td><a href="mailto:hgbodenh@uncg.edu">hgbodenh@uncg.edu</a></td>
</tr>
</tbody>
</table>
7. Click the **Add More Users** button to continue to adding people or the **Done** button to return to the People page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodenhamer, Harold</td>
<td><a href="mailto:bo@uncg.edu">bo@uncg.edu</a></td>
<td>Smith, John - Promotion and Tenure</td>
</tr>
<tr>
<td>Norris, Jay</td>
<td><a href="mailto:jmnorris@uncg.edu">jmnorris@uncg.edu</a></td>
<td>Smith, John - Promotion and Tenure</td>
</tr>
</tbody>
</table>

8. In order for a person to be added to an individual’s Promotion and Tenure Organization they will need to accept the invitation that will be emailed to them within 24 hours. The email that the person will receive will have the words ‘Teacher’ or ‘Student’ depending upon the role they were assigned. This is due to a limitation of Canvas and cannot be altered.
Editing User Roles

1. On the left hand navigation menu under Courses, click People.

2. Locate the name of the person you want to edit their User Role.

3. Hover over the person’s name and click the Settings icon (the gear looking icon on the right hand side of the line) and click on Edit Role.
4. A pop-up box will appear asking you to edit the course role of the person.

5. Use the drop down box to change the user role to either Participant or Leader.
6. Once you choose the new role then click **Update** and the user role will be changed.

Deleting Users
1. On the left hand navigation menu under **Courses**, click **People**.

2. Locate the name of the person you want to remove.
3. Hover over the person’s name and click the **Settings** icon (the gear looking icon on the right hand side of the line)  and click on **Remove From Course**.

4. A pop-up box will appear asking you to confirm the deletion of the person.

5. Click **OK**.