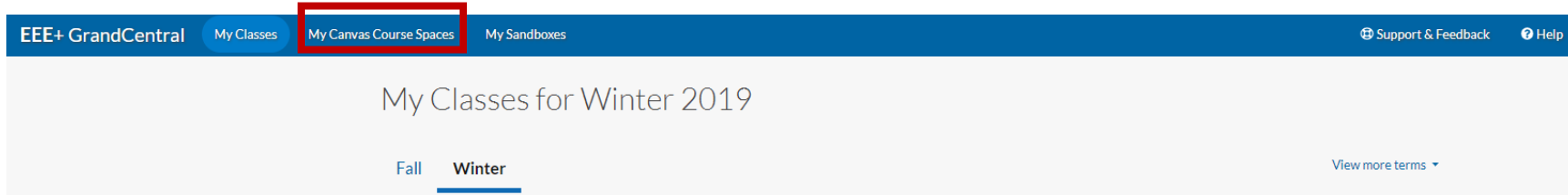


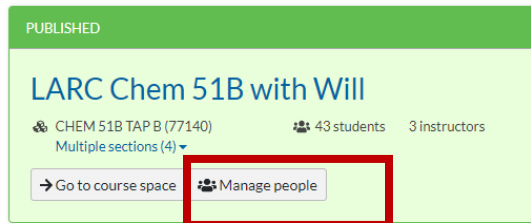
Adding a LARC Tutorial Leader to your Canvas Course

Step 1: Go To <https://grandcentral.eee.uci.edu/classes> (you will need their UCI netID)

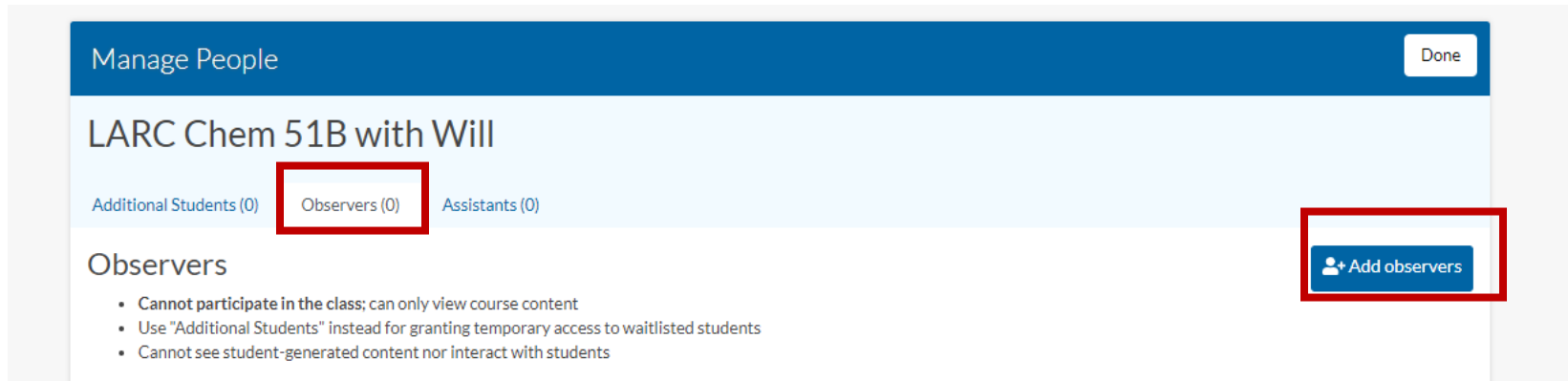
Click 'My Canvas Courses'



Step 2: Click 'Manage people'



Step 3: Click 'Observers' Tab and 'Add observers'



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Step 4: Enter the LARC Tutorial Leader's UCInetID and click 'Next'

The screenshot shows the 'Add an observer' dialog box in Canvas. At the top, there is a '< Back' button. Below it, the text 'I want to:' is followed by a plus icon and the text 'Add an observer'. Underneath, the 'Course space' section displays the course name 'LARC Bio 94 with Katelyn' and the term 'Winter 2019'. The 'Observers to add' section contains instructions: 'List people by their UCInetID (example: pantate, maryant)', 'Note: Cannot add additional students using email address', and 'If adding multiple people, put each on their own line or separate with a comma'. Below these instructions is a text input field labeled 'UCINETIDS TO ADD', which is highlighted with a red border. At the bottom, there are 'Next' and 'Cancel' buttons.

Step 5: to confirm adding the LARC Tutorial Leader click 'Add people' (If you do not complete this step, the leader will not be added on your canvas space.)

The screenshot shows the 'Add observers to my course space' dialog box in Canvas. At the top, there is a '< Back' button. Below it, the text 'I want to:' is followed by a plus icon and the text 'Add observers to my course space'. Underneath, the 'Course space' section displays the course name 'LARC Bio 94 with Katelyn' and the term 'Winter 2019'. The 'Observers to add' section contains a table with three columns: 'USER', 'EMAIL ADDRESS', and 'UCINETID'. The table has one row with the following values: 'Wahbi, Shatha', 'swahbi@ucl.edu', and 'swahbi'. Below the table is the 'Add people' button, which is highlighted with a red border. At the bottom right, there is a 'Cancel' button.