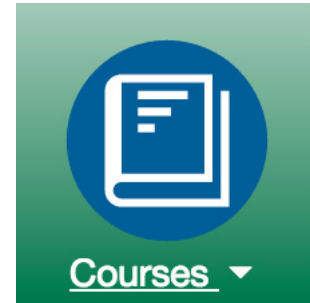


# LOADING A COURSE TEMPLATE

Complete the following steps to load a course template.

1. Go online to Canvas: [kellerisd.instructure.com](https://kellerisd.instructure.com).
2. Log in using your Keller ISD email and password.
3. Click the **Courses** drop down from the top menu.
4. Choose the course that you would like to add students to.



5. Using the left side menu, click **Settings**.

Quizzes

Settings

6. Once the settings screen opens, scroll down the page to the bottom.
7. Click **More Options**.

[more options](#)

8. Once the More Options menu opens, check the first line.

[fewer options](#)

- ☒ Let students self-enroll by sharing with them a secret URL or code
- ☐ Add a "Join this Course" link to the course home page
- ☐ Let students attach files to discussions
- ☒ Let students create discussion topics
- ☒ Let students edit or delete their own discussion posts
- ☒ Let students organize their own groups

# ADDING STUDENTS TO A COURSE

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Complete the following steps to add students to a course.

SELF  
CHECK  
OUT  
CANVA

9. Scroll down and make sure to hit *Update Course Details*.

Update Course Details

10. Once the page saves, scroll down to the bottom again and you will see the Join URL.

For Example:

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL:

<https://kellerisd.instructure.com/enroll/HKWWEJ>. Alternatively, they can sign up at

<https://kellerisd.instructure.com/register> and use the following join code: **HKWWEJ** [more options](#)

11. Use the URL that is generated to share with the people that you would like to add to your course as students. You can email the link to them or create a QR code using the link.