Canvas eReserves
Adding/Removing Neil Ordinario in your Canvas course

Students access eReserves through your online Canvas course. Neil Ordinario, Course Reserves Coordinator, requires access to your Canvas course to add the eReserves reading list.

The following instructions walk you through adding Neil to your course. Once the eReserves reading list has been added, you can remove Neil by following the second set of instructions.

Please contact Neil Ordinario at Neil.Ordinario@sjsu.edu or (408) 808-2370 with questions or concerns.

Adding Neil Ordinario to your Canvas Course (Video Tutorial)
1. Go to the SJSU Canvas site at https://sjsu.instructure.com
2. Log in with your SJSUOne ID and Password (the same password you use for email)
3. Go to the Courses dropdown menu on the top left next to the SJSU logo
4. Choose the course for which you have reserves
5. On the left menu, go to "Settings"
6. Choose the "Users" tab
7. Click the "add users" button
8. Choose "Designers" from the "Add More" menu
9. Paste in "neil.ordinario@sjsu.edu"
10. Click "Continue"
11. Click "Add this one user"

Removing Neil Ordinario from your Canvas Course (Video Tutorial)
1. Go to the SJSU Canvas site at https://sjsu.instructure.com
2. Log in with your SJSUOne ID and Password (the same password you use for email)
3. Go to the Courses dropdown menu on the top left next to the SJSU logo
4. Choose the course for which you have reserves
5. On the left menu, go to "Settings"
6. Choose the "Users" tab
7. Find Ordinario, Neil in the box for Designers
8. Click the wheel to the right of his name to drop down an options menu
9. Choose “Remove From Course”
10. Confirm by clicking “OK”