Canvas eReserves

Adding/Removing Ashour Benjamin in your Canvas course

Students access eReserves through your online Canvas course. Ashour Benjamin, Periodicals Coordinator, requires access to your Canvas course to add the eReserves reading list.

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

Contact Ashour at ashour.benjamin@sjsu.edu or (408) 808-2344 with questions or concerns

**Adding Ashour Benjamin 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 "People"
6. Choose "+People"
7. Type in "ashour.benjamin@sjsu.edu"
8. Choose "Designers" from the "Role" dropdown menu
9. Click "Next"
11. Click "Add user"

**Removing Ashour Benjamin 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 "People"
6. Find Ashour Benjamin the box for Designers
7. Click the menu icon to the right of his name to open an options menu
8. Choose “Remove From Course “
9. Confirm by clicking “OK”