Add a Librarian to your Canvas Course

You can add a librarian to your course to assist in integrating library resources and connecting with students for research assignments. Follow the instructions below, or contact your Library Liaison directly for assistance.

Add a librarian through the **People tab** in the left hand navigation bar in Canvas.

From your course, select People

Click on the blue "Add People" button

From there, enter the email address of the librarian you would like to invite to the course. Please note that you must add the person's email address in the following format: XUusername@xavier.edu
Select "TA" from the "Role" drop-down menu.

Canvas will validate that the person is in the system and ready to be added to your course. Select "Add Users"

You will receive confirmation that the person has been enrolled to the course.
Please note: a librarian added to your course has limited access to edit items in your course, and they do not have access to grades or other sensitive information. Librarians consult with the instructor before adding material or links.

**What is the role of the Librarian in Canvas?**

Adding a librarian to your Canvas course is something like inviting him/her to drop in on your classroom from time to time. Librarians can:

- Embed research guides (or portions of research guides) specifically created for your course.
- Upload helpful research tips/tutorials.
- Provide relevant and helpful tips on how to efficiently find, evaluate and synthesize information.
- Provide useful searching tips and appropriate research tools for an assignment or paper.
- If desired, collaborate with students on group assignments.
- Participate in a discussion board.