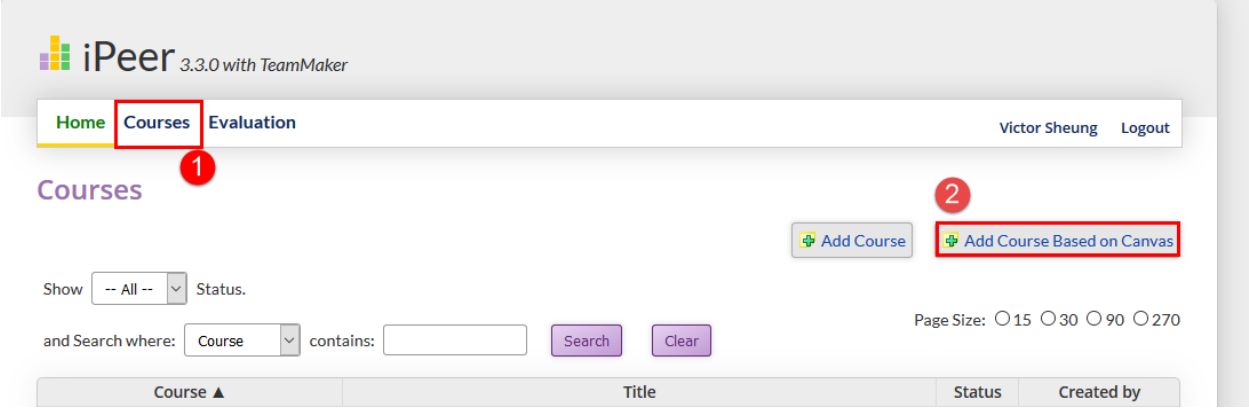
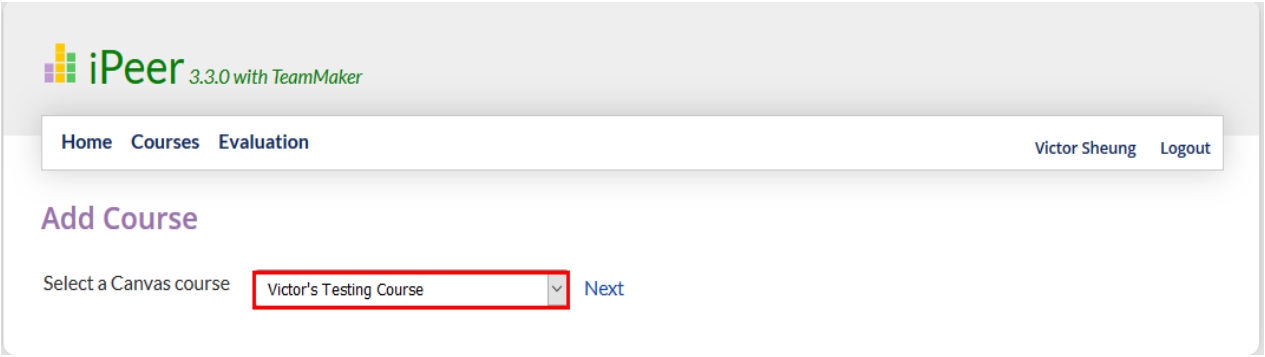
Canvas Step by Step: How to Link iPeer with Canvas

Log into iPeer at https://ipeer.elearning.ubc.ca/login and navigate into your homepage. From there, follow the instructions below to sync student groups from Canvas to iPeer.

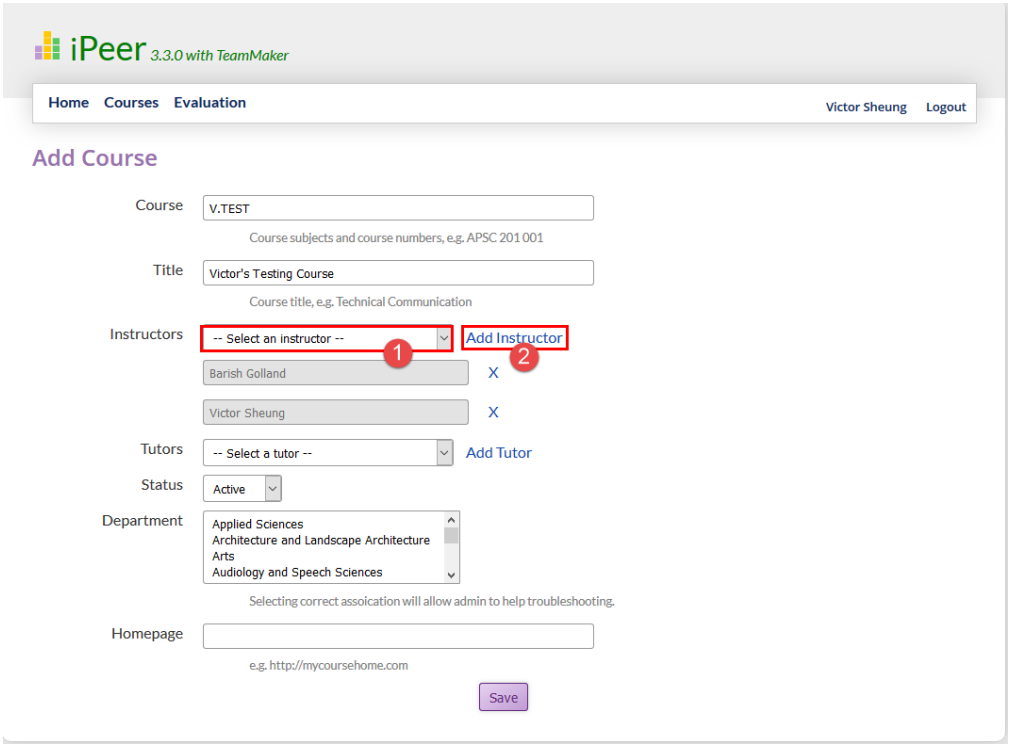
1. **Select 'Courses' on the toolbar located at the top of the page and select 'Add Course Based on Canvas'**



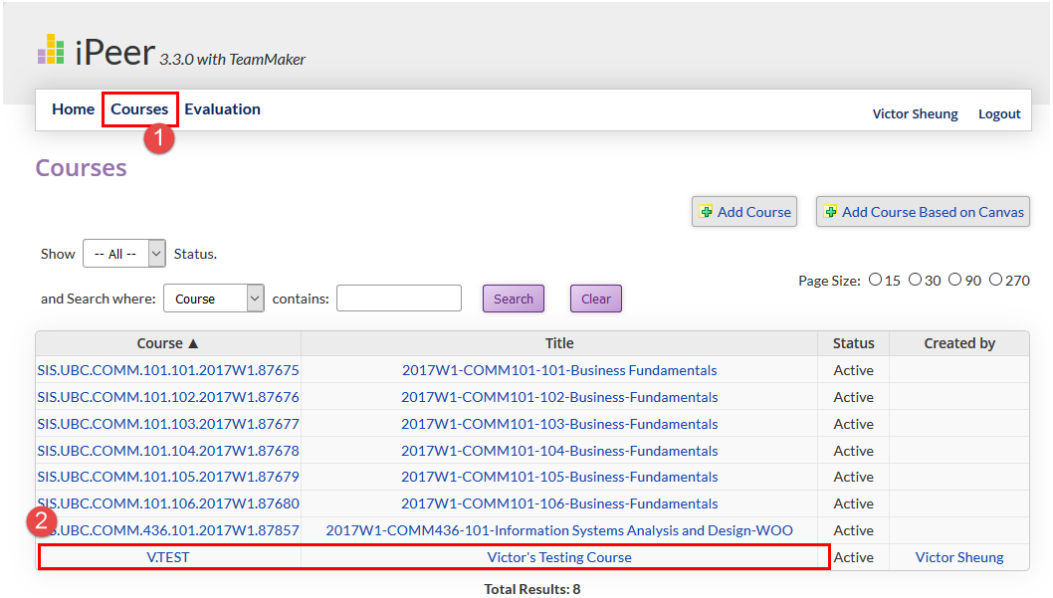
2. **Proceed to select the Canvas course you wish to sync from the drop down menu and click 'Next'. (If this is your first time syncing a Canvas course, there is a preceding step which prompts a CWL login).**



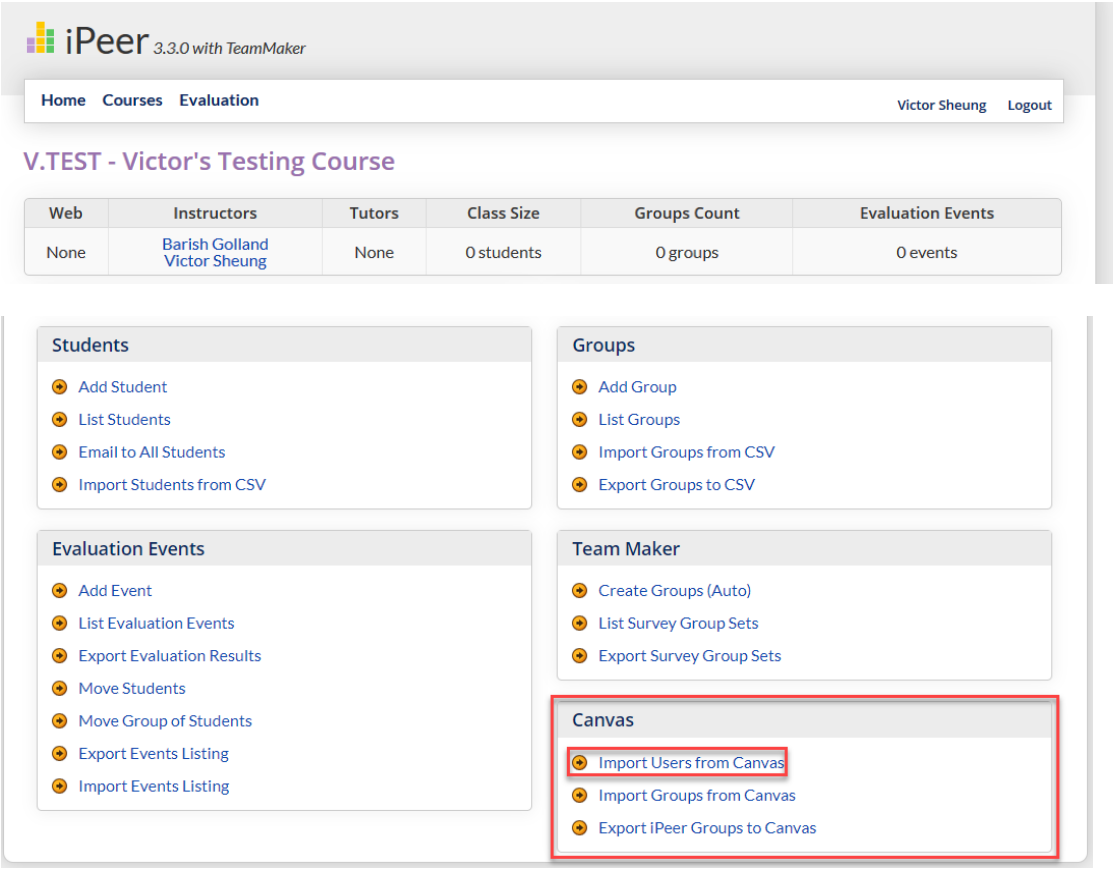
3. **By selecting the 'Select an Instructor' drop down menu you can add (selecting 'Add Instructor) and allow other instructors to access the new iPeer course. To remove instructors, select the 'x' beside the name of the instructor you wish to remove. For Sauder courses please select "Sauder" from the Department dropdown menu. Click 'Save' after configuring your preferred settings.**



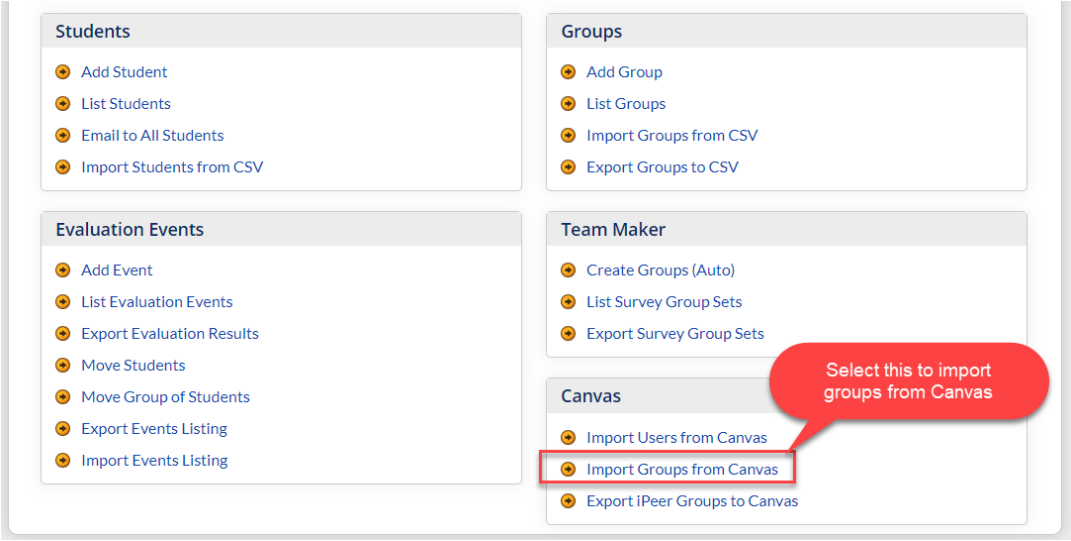
4. **To sync student groups into your newly created iPeer course, select 'Courses' on the toolbar located at the top of the page and select the name of your iPeer Course.**



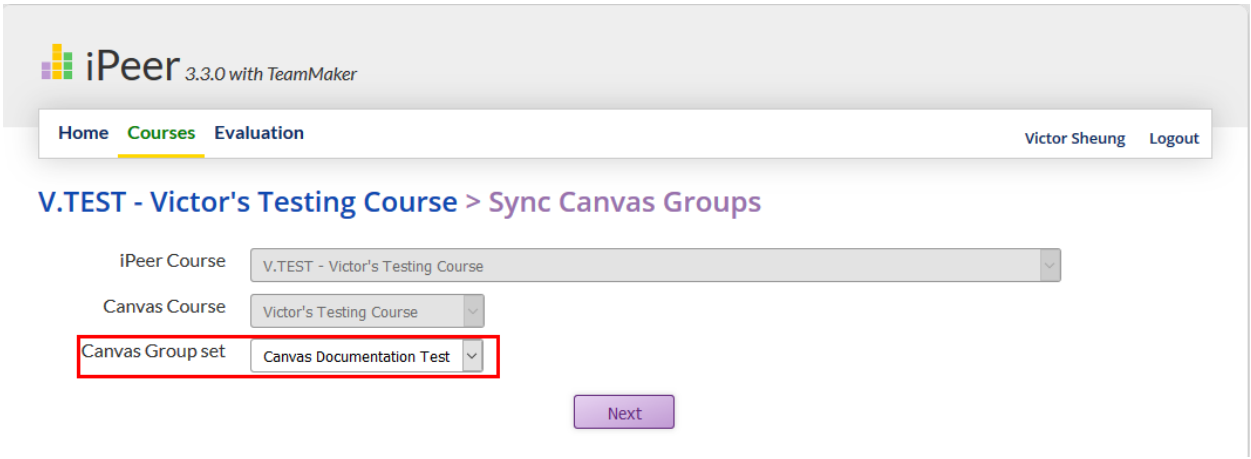
5. **Sync the student roster from your Canvas course to iPeer by selecting 'Import Users from Canvas'.**



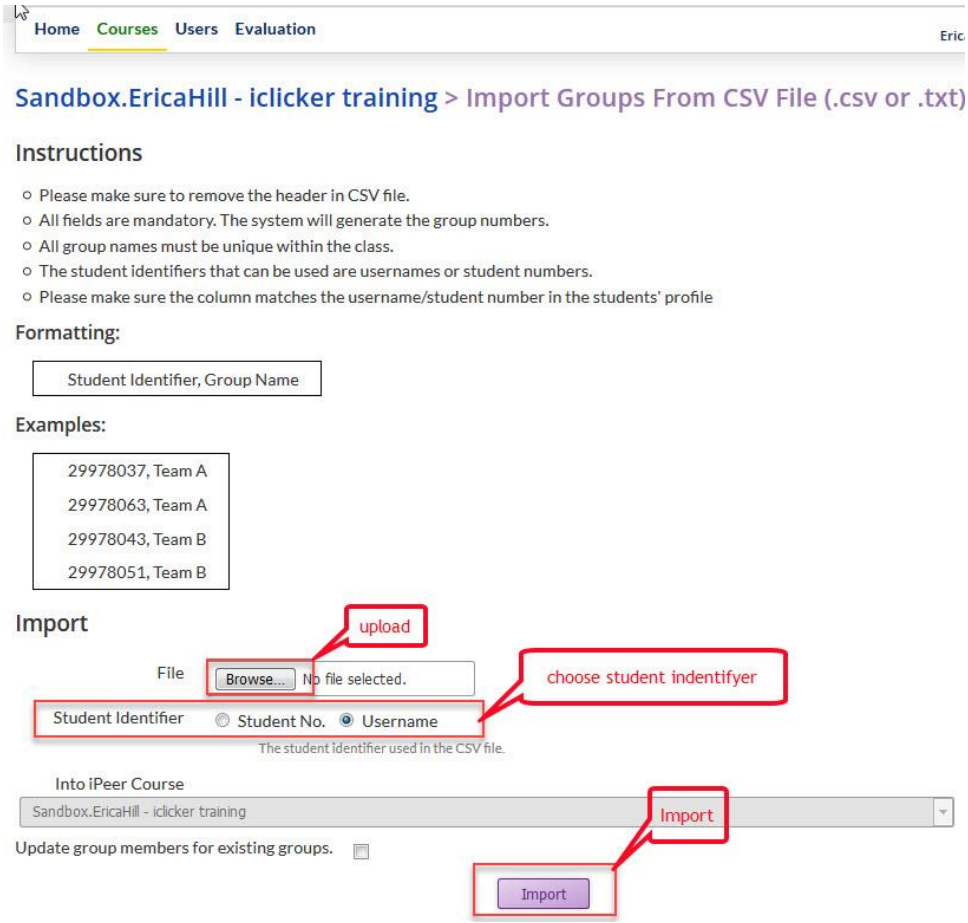
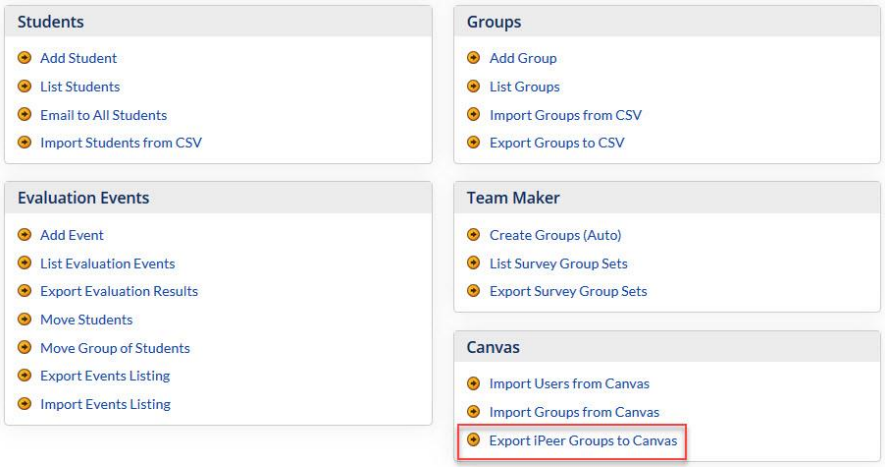
6. **(A)If you have created your groups in Canvas, Return to the home page of your iPeer course, and under the category 'Canvas', select the option 'Import Groups from Canvas'.**



Select the Canvas group set you wish to import and click 'Next'.



(B) If you have not created your groups in Canvas and would like to upload a CSV of your groups, Return to the home page of your iPeer course, and under the category 'Groups', select the option 'Import Groups from CSV'. Upload a CSV with the student number and team name, no column headers. Note what student indentifier you are using, Import.



To put these groups in Canvas, Return to the home page of your iPeer course, and under the category 'Canvas', select the option 'Export iPeer Groups to Canvas'.