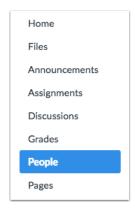
PEOPLE

People shows all the users enrolled in your course, either added by your or your institution via SIS import.

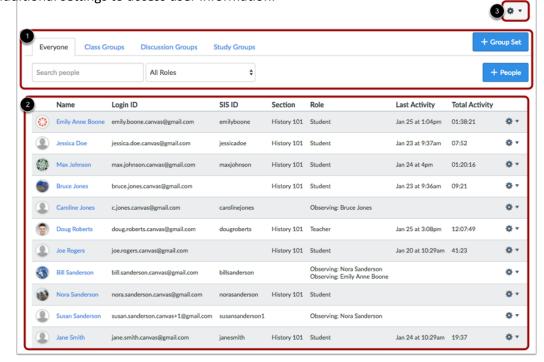
Open People

In Course Navigation, click the People link



View People

The People page displays all information about the users in your course. The page is designed with global settings at the top of the page [1] followed by the generated user data [2]. The Settings drop-down menu [3] also includes additional settings to access user information.



For each user, the People page shows:

- the user's name [1]
- Login ID [2]
- SIS ID [3]—this column requires permission to view SIS IDs
- Section [4]
- **Role** [5]
- Last Activity [6]—allows you to see how often students interact with the course.
- Total Activity [7]—allows you to see how long students interact within a course and is associated with page views. Total activity time is displayed in hours:minutes:seconds. If a user has not yet reached an hour of activity, total activity time is displayed as minutes:seconds. Total Activity records any time spent viewing course content that exceeds two minutes. If the time between a new activity and the last completed activity is under ten minutes, all time between these two events will also be included. Total Activity does not include group activity or page views for videos that do not include intermediate page requests, such as a half-hour recorded lecture. To view a student's specific course activity, view the course access report.



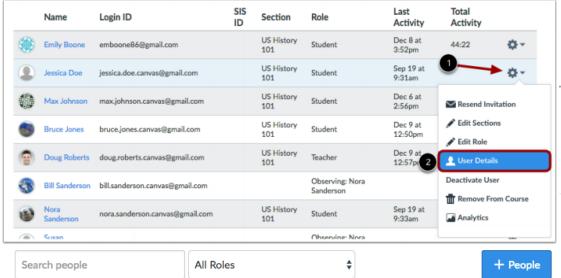
PEOPLE

Search and Filter Users

Global settings include searching and filtering by user data. To search for a specific user, type the user's name in the search field [1].

View User Details

To filter by role, select the Roles drop-down



Manage Student Groups

Pages also organizes all your student groups,

Student Context Card

you can view the context card for a student by clicking the student's name.

Name

Jessica Doe

Max Johnson

Bruce Jones

Emily Bo

Login ID

emily.boone.canvas@gmail.com

jessica.doe.canvas@gmail.com

max.johnson.canvas@gmail.com

bruce.jones.canvas@gmail.com

doug.roberts.canvas@gmail.com

joe.rogers.canvas@gmail.com

bill.sanderson.canvas@gmail.com

nora.sanderson.canvas@gmail.com

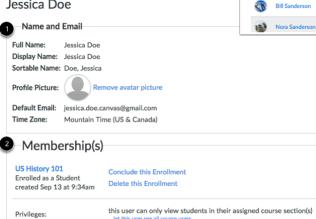
c.jones.canvas@gmail.com

View Users Details

Hover over the user's name and click the Settings icon.

Select the User Details link.





The user details page includes the following information:

Section

Role History 101 Student

History 101 Student

History 101 Student

History 101 Student

History 101 Teacher

History 101 Student

History 101 Student

Name and Email [1]: View the user's name, profile picture (if enabled by your institution), default email, and time zone

Observing: Bruce Jones

Observing: Nora Sanderso Observing: Emily Boone

×

Emily Boone

Last 8 Graded Items

1

0

7/11

History 101 Section: History 101 Last login: 3:28pm

- Membership(s) [2]: View the user's course memberships and user role, as well as any course privileges (if the user was assigned a custom role, currently only the base role is displayed)
- Recent Messages [3]: View the user's recent activity in announcements

Recent Messages

