

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

Home

Files

Announcements

Assignments

Discussions

Grades

People

Pages

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.

1

EveryoneClass GroupsDiscussion GroupsStudy Groups

Search people

All Roles

+ Group Set

+ People

2

	Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
	Emily Anne Boone	emily.boone.canvas@gmail.com	emilyboone	History 101	Student	Jan 25 at 1:04pm	01:38:21	<div>3</div>
	Jessica Doe	jessica.doe.canvas@gmail.com	jessicadoe	History 101	Student	Jan 23 at 9:37am	07:52	
	Max Johnson	max.johnson.canvas@gmail.com	maxjohnson	History 101	Student	Jan 24 at 4pm	01:20:16	
	Bruce Jones	bruce.jones.canvas@gmail.com		History 101	Student	Jan 23 at 9:36am	09:21	
	Caroline Jones	c.jones.canvas@gmail.com	carolinejones		Observing: Bruce Jones			
	Doug Roberts	doug.roberts.canvas@gmail.com	dougroberts	History 101	Teacher	Jan 25 at 3:08pm	12:07:49	
	Joe Rogers	joe.rogers.canvas@gmail.com		History 101	Student	Jan 20 at 10:29am	41:23	
	Bill Sanderson	bill.sanderson.canvas@gmail.com	billsanderson		Observing: Nora Sanderson Observing: Emily Anne Boone			
	Nora Sanderson	nora.sanderson.canvas@gmail.com	norasanderson	History 101	Student			
	Susan Sanderson	susan.sanderson.canvas+1@gmail.com	susansanderson1		Observing: Nora Sanderson			
	Jane Smith	jane.smith.canvas@gmail.com	janesmith	History 101	Student	Jan 24 at 10:29am	19:37	

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

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 Emily Boone	emboone86@gmail.com		US History 101	Student	Dec 8 at 3:52pm	44:22	
 Jessica Doe	jessica.doe.canvas@gmail.com		US History 101	Student	Sep 19 at 9:31am		
 Max Johnson	max.johnson.canvas@gmail.com		US History 101	Student	Dec 6 at 2:56pm		
 Bruce Jones	bruce.jones.canvas@gmail.com		US History 101	Student	Dec 9 at 12:50pm		
 Doug Roberts	doug.roberts.canvas@gmail.com		US History 101	Teacher	Dec 9 at 12:57pm		
 Bill Sanderson	bill.sanderson.canvas@gmail.com			Observing: Nora Sanderson			
 Nora Sanderson	nora.sanderson.canvas@gmail.com		US History 101	Student	Sep 19 at 9:33am		
 Susan				Observing: Nora			

All Roles

+ People

- Resend Invitation
- Edit Sections
- Edit Role
- User Details
- Deactivate User
- Remove From Course
- Analytics

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.


View Users Details

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

Select the User Details link.

Jessica Doe

1 Name and Email










Full Name: Jessica Doe
Display Name: Jessica Doe
Sortable Name: Doe, Jessica
Profile Picture:  Remove avatar picture
Default Email: jessica.doe.canvas@gmail.com
Time Zone: Mountain Time (US & Canada)


2 Membership(s)

US History 101
Enrolled as a Student
created Sep 13 at 9:34am
Conclude this Enrollment
Delete this Enrollment

Privileges: this user can only view students in their assigned course section(s)
let this user see all course users

3 Recent Messages

Name	Login ID	Section	Role
 Emily Boone	emily.boone.canvas@gmail.com	History 101	Student
 Jessica Doe	jessica.doe.canvas@gmail.com	History 101	Student
 Max Johnson	max.johnson.canvas@gmail.com	History 101	Student
 Bruce Jones	bruce.jones.canvas@gmail.com	History 101	Student
 Caroline Jones	c.jones.canvas@gmail.com		Observing: Bruce Jones
 Doug Roberts	doug.roberts.canvas@gmail.com	History 101	Teacher
 Joe Rogers	joe.rogers.canvas@gmail.com	History 101	Student
 Bill Sanderson	bill.sanderson.canvas@gmail.com		Observing: Nora Sanderson Observing: Emily Boone
 Nora Sanderson	nora.sanderson.canvas@gmail.com	History 101	Student



Emily Boone

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

GradesAnalytics

A10
GradeMissingLate

Last 8 Graded Items

7/11

20/20

10/10

The user details page includes the following information:

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