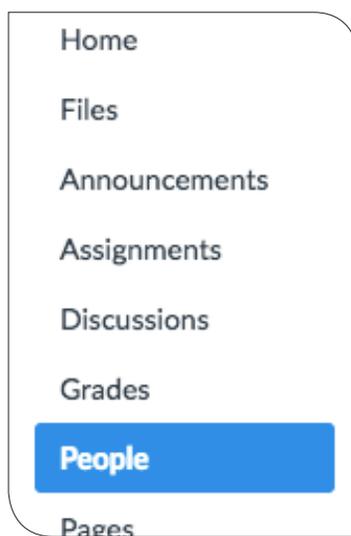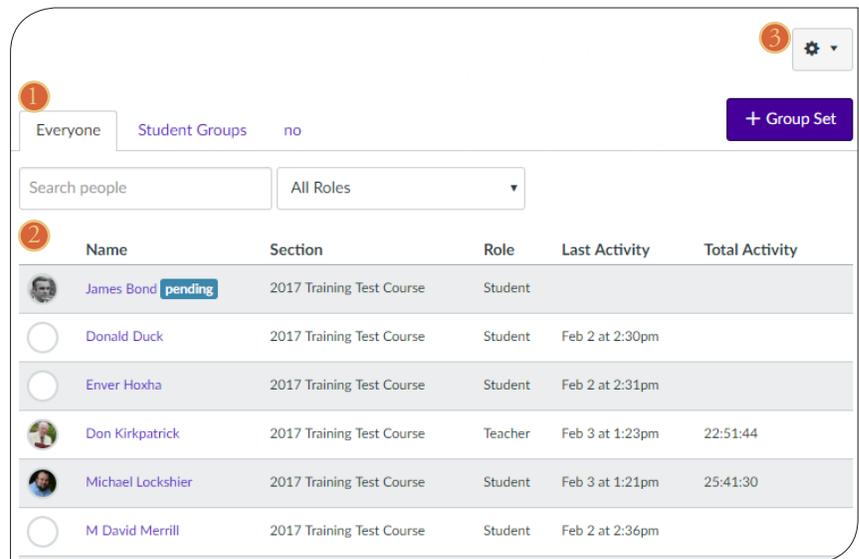UNIVERSITY OF
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How do I use the People page as an instructor?

> 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.

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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]. To filter by role, select the Roles drop-down menu [2]. The filter will also display the number of users in each type of role [e.g. student, TA]. You can also add a user to the course [3].

Manage Student Groups

Pages also organizes all your student groups, where you can manage student groups. You can create groups to put students together to complete projects or other activities. Students can set up their own groups, which will allow them to work collaboratively. Learn more about Student Groups.
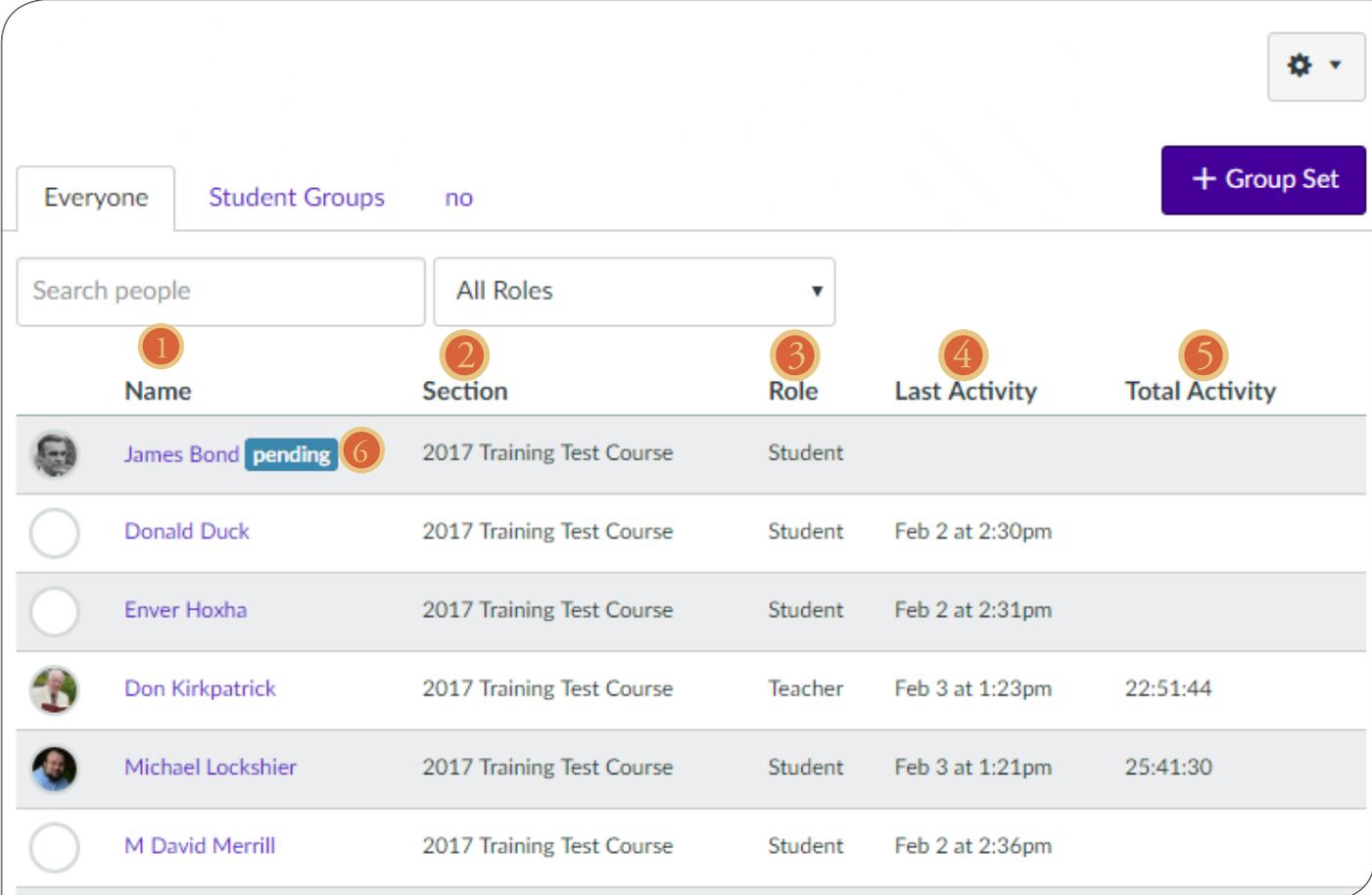
View Users

For each user, the People page shows:

- The user's name [1]
- Section [2]—may be enrolled in more than one section
- Role [3]—if the user was assigned a custom role, currently only the base role is displayed
- Last Activity [4]—allows you to see how often students interact with the course.
- Total Activity [5]—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.

Name	Section	Role	Last Activity	Total Activity
James Bond pending	2017 Training Test Course	Student		
Donald Duck	2017 Training Test Course	Student	Feb 2 at 2:30pm	
Enver Hoxha	2017 Training Test Course	Student	Feb 2 at 2:31pm	
Don Kirkpatrick	2017 Training Test Course	Teacher	Feb 3 at 1:23pm	22:51:44
Michael Lockshier	2017 Training Test Course	Student	Feb 3 at 1:21pm	25:41:30
M David Merrill	2017 Training Test Course	Student	Feb 2 at 2:36pm	

View User Status

You can also view the status for pending and inactive enrollments. Once a course is published, users receive an invitation to the course. Users who have not yet accepted the course invitation display a pending status [6].

View Settings
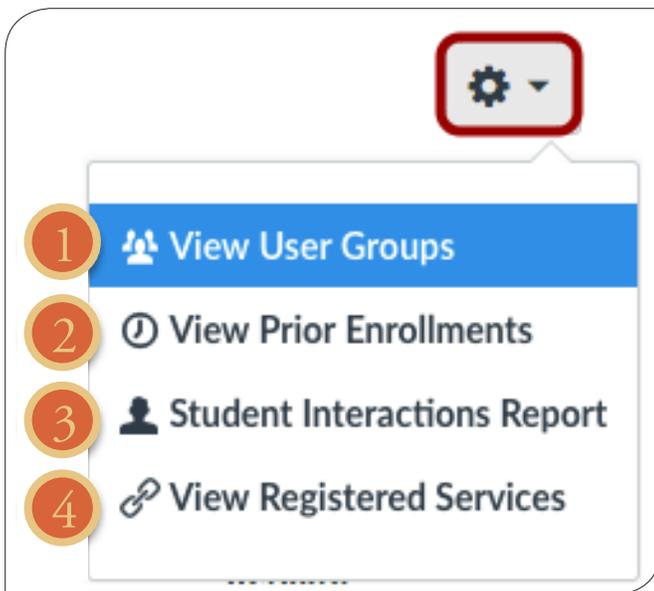
In the **Settings** drop-down menu, instructors can also **view user groups** [1], as well as view prior enrollments in the course [2]. Prior enrollments are students who were previously enrolled in the course and their enrollments have been concluded.

You can view registered services for each user in the course [3]. When a user links a third-party service to their Canvas account, they may allow permission for other users to view their linked services. You can use this information to coordinate group projects and also link up outside of class.

You can also view a summary of **all student interactions in your course** [4]. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.