

How do I view a user's profile in a course as an instructor?

If your institution has enabled the Profiles feature for your institution, Profiles allows you to view a user's name, preferred contact methods, and any custom URLs added to the user's account. Users can [edit their profile](#) from the User Navigation Menu.

Notes:

- If your user details page does not match the layout shown in this lesson, Profiles has not been enabled for your institution. Please reference the [user details page](#) lesson.
- Viewing user details in a user's profile is a course permission. Depending on your permissions, you may not be able to view all available information in the user's profile page.
- Messaging a user through the User Details page is not currently supported.

Open People

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In Course Navigation, click the **People** link.

Locate User

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In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details

[Open User Details](#)

Click the user's **Options** icon [1], then select the **User Details** link [2].

View Name and Bio

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In the user's profile, you can view the user's name and profile picture (if enabled by your institution). If the user allows, you may also be able to view contact information and a biography.

Report Profile Picture

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If the user has an inappropriate profile picture, you can report the image to your Canvas admin by hovering over the picture and clicking the **Flag** icon.

View Enrollments

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In the Enrollments section, you can view all the active course and group enrollments for the student in any courses and groups where you are the instructor.

View Links

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In the Links section, you can add any links added to the user's profile.

View Memberships

[view user details page](#)

The Memberships section [2] shows the user's course enrollment and user role, as well as any course privileges.

Note: If the user was assigned a custom role, currently only the base role is displayed.

View Sidebar

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If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- View [your interactions with the student](#) using Canvas [2]
- View the [student's access report](#) [3]
- View [New Analytics](#) [4]

- View [Pair with Observer](#) [5]

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