

How do I view user details for an enrollment in a course?

The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

Notes:

- If your user details page does not match the layout shown in this lesson, please reference the [user profiles lesson](#), which shows how to use the user details page when Profiles are enabled for your institution.
- Viewing user details and user email addresses are course permissions. Depending on your permissions, you may not be able to view all available information in a user's details page.

Open People

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

Locate User

[Locate User](#)

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 Email

[View Name and Email](#)

The User Details page displays details about the user.

In the user's Name and Email section, you can view the user's name [1], profile picture (if enabled by your institution) [2], default email [3], and time zone [4].

If the user has an inappropriate profile picture, you can remove it by clicking the **Remove avatar picture** link.

Note: Viewing user email addresses is a course permission. Depending on your permissions, you may not be able to view a user's email address.

View Additional Details

[View Additional Details](#)

To view membership details about the user, click the **more user details** link [1].

You can view the user's course enrollment and user role [2]. If the user is assigned a custom role, currently only the base role is displayed. Depending on your course permissions, you may also be able to [conclude the enrollment](#) [3] and [delete the enrollment](#) [4].

You can also view and [manage user course section limitations](#) [5] and the [Last Day Attended](#) field [6].

View Recent Messages

[View Recent Messages](#)

The Recent Messages section shows the user's recent activity in announcements and discussions, if any.

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]
- Send a message using Conversations [2]
- View [your interactions with the student](#) using Canvas [3]
- View the [student's access report](#) [4]
- View the Outcomes associated with the student [5]
- View [student analytics](#) [6]
- View any external services linked to the student's account [7]

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