

How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Notes:

- The Section column may be hidden in your course.
- If People is not available in your Course Navigation, your instructor has hidden the course navigation link.

<https://embed.app.guidde.com/playbooks/3HYaatptV181K9Bp6NgkN>

Embed this Video

Open People

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

View People

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In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.

Search Users

[Search Users](#)

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role

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Use the Roles drop-down menu to view the number of users for each role type.

View User

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To learn more about a specific user in the course, click the user's name.

Clicking your own name provides access to your grades. You may also be able to [view your own course analytics](#).

View User Details

[View User Details](#)

You can view any details the user has included. You can also send a message directly to the user.

If your institution supports the Profiles feature, the page displays slightly differently. You can view the user's profile information, if any.

Report Profile Picture

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If your institution supports profile pictures and the user's profile picture is inappropriate, you can report the image to your institution by clicking the **Report inappropriate picture** link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the **Flag** icon [2].

View User Groups

View User Groups

To view [User Groups](#), click the **Groups** tab.

View User Groups in Settings

You can also access your User Groups in the Settings menu. Click the **Options** icon [1], and click the **View User Groups** link [2].

View Registered Services

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To view the registered services for each person in the course, click the **Options** icon [1], and click the **View Registered Services** link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to [connect to web services](#) in Canvas.

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