

People Overview (Instructors) Video Script

In this video, you will learn how to add and view users in your course in Canvas.

To get started, click the People link in Course Navigation. The People page displays a list of all enrolled or pending participants in your course, the users' enrolled Sections, their role in the course, the date and time of their last activity, and their total activity in the course. The list may also display the users' Login and SIS IDs.

Click the Options icon to access the user groups in your course, view a list of prior course enrollments, generate a student interactions report, and view a list of all registered services in your course. You can also view and manage any existing groups in your course by clicking the group set tab.

To create new groups, click the Add Group Set button. To search for a specific user in your course, you can type the user's name in the Search people field. You can also filter the list of displayed users by clicking the All Roles drop-down menu. By clicking a user's Options icon, you may be able to resend the course invitation, manage section assignments, edit their user role, view user details, deactivate the user, remove the user from your course, and view the user's course analytics.

You can view more information about a user in your course from the User Details page. Select User Details from the options menu and view the user's name and email information and their recent messages. Click the more user details link to view the user's course membership information. Using the sidebar links you can also view the user's grades page for the course, send them a message, view reports detailing their course interactions, access, and outcomes and view their course analytics. The sidebar also displays the user's registered web services in the course.

To manually add people to your course, click the Add People button. If you don't see this button, your institution may have disabled this option for Instructors. You can enter an email address, Login ID, or SIS ID for each user you'd like to enroll in your course. Separate user information with commas. Click the Role drop-down menu to select the role for the users you are adding and, if applicable, assign them to a course section. If you want students to only interact with other users in their section, click the

Can interact with users in their section only checkbox. Then click the Next button. Verify the users you are adding are correct and click the Add Users button.

When a user is added to a course, they receive a course invitation. Users who have not accepted their course invitation display a Pending label. Note that observer invitations will only show as pending if the invited observer does not already have a Canvas account.