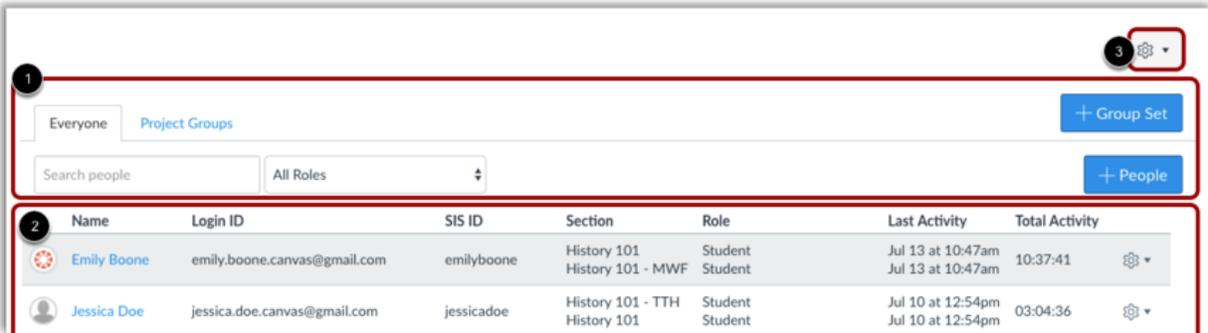


Canvas People Tab Features

The People tab shows all the users enrolled in your course, either added by your or your institution via SIS import.

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.

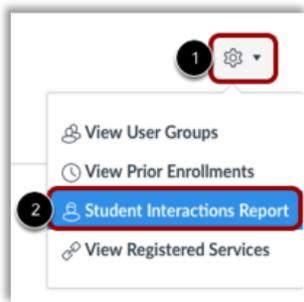


Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
Emily Boone	emily.boone.canvas@gmail.com	emilyboone	History 101 History 101 - MWF	Student Student	Jul 13 at 10:47am Jul 13 at 10:47am	10:37:41	⚙️
Jessica Doe	jessica.doe.canvas@gmail.com	jessicadoe	History 101 - TTH History 101	Student Student	Jul 10 at 12:54pm Jul 10 at 12:54pm	03:04:36	⚙️

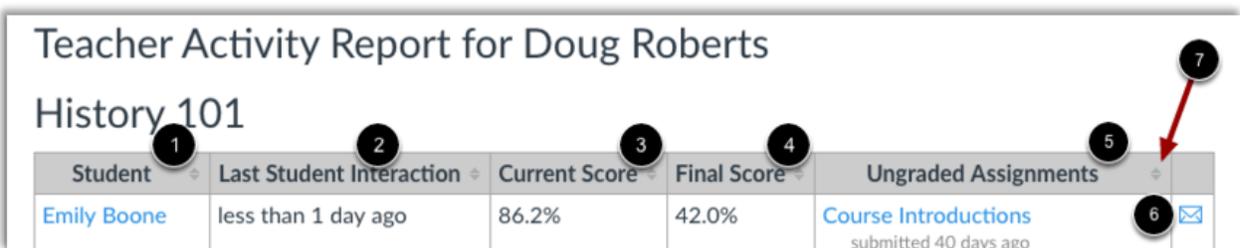
Student Interaction Reports

Student Interactions Report allows you to see and evaluate the interactions between you and those enrolled in your course.

1. In the **Settings** drop-down menu [1], click the **Student Interactions Report** link [2].



The Student Interactions Report lists the students in your course [1], the last time you interacted with them [2], the current grade for a student [3], the final grade for a student [4], and if there are any submitted but ungraded assignments for the student [5]. You can also send a message to a student by clicking the message icon [6]. To sort the columns, click the arrows at the top of the columns [7].

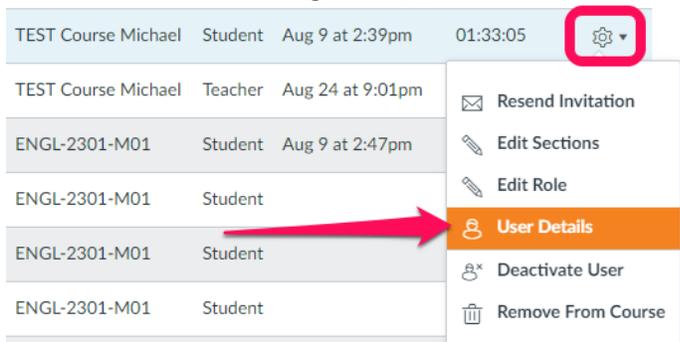


Student	Last Student Interaction	Current Score	Final Score	Ungraded Assignments	
Emily Boone	less than 1 day ago	86.2%	42.0%	Course Introductions submitted 40 days ago	ⓧ

Viewing User Details

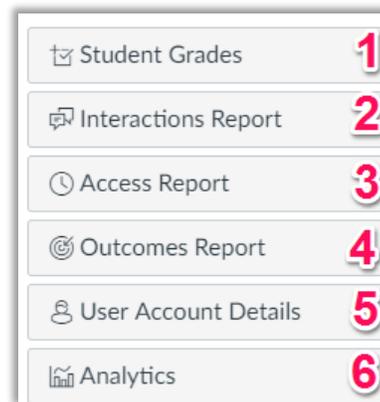
The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

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



2. 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 the Outcomes associated with the student [4]
- View User Account Details (Admin only) [5]
- View student analytics [6]



3. Click on any of the buttons above to view reports generated by Canvas.

Canvas Community links for the previous listed reports.

Canvas Community: [Access Report](#)

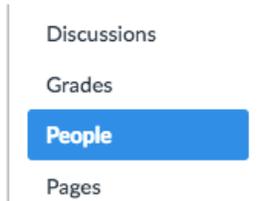
Canvas Community: [Outcome Report](#)

Canvas Community: [Student Analytics](#)

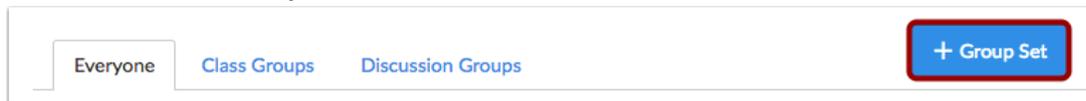
Creating Student Groups

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments. Within each group, students can create pages, announcements, collaborations, discussions, and calendar events in real time.

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



2. Click the **Add Group Set** button.



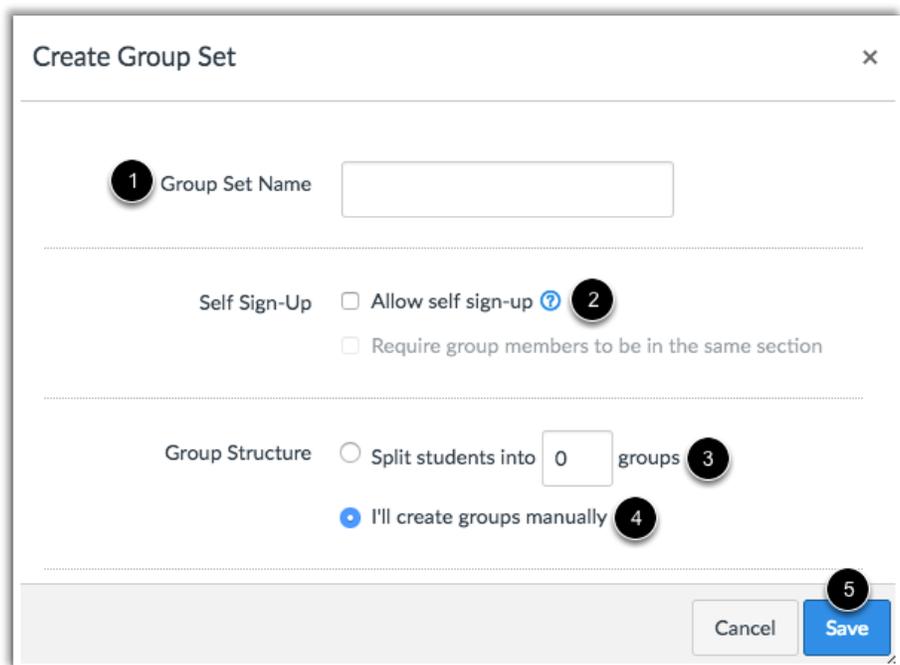
Name the new group by typing it in the **Group Set Name** field [1].

Optional: You can allow self sign-ups by selecting the **Allow self sign-up** checkbox [2].

You can automatically split the groups in a number of equal groups by clicking the **Split students into [number] groups** radio button [3] and then typing the number of groups in the dialog box.

You can manually create the groups by clicking on the, **I'll create groups manually radio button [4].
 Click the **Save** button [5].

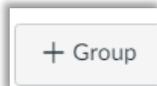
Notes: Except when creating groups manually, you can automatically set student group leaders.


 A 'Create Group Set' dialog box with a close button (X) in the top right corner. It contains the following elements:

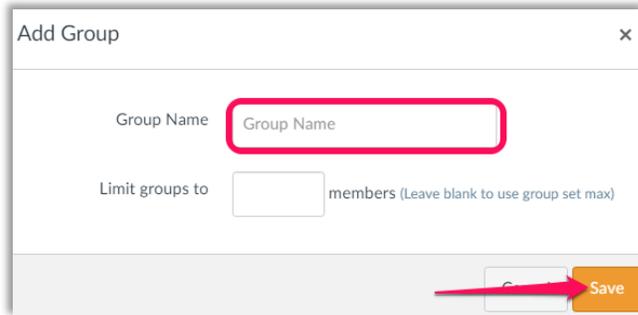
- 1. A text input field labeled 'Group Set Name'.
- 2. A 'Self Sign-Up' section with two checkboxes: 'Allow self sign-up' (checked) and 'Require group members to be in the same section' (unchecked).
- 3. A 'Group Structure' section with two radio buttons: 'Split students into 0 groups' (selected) and 'I'll create groups manually' (unchecked). The number '0' is in a small input box.
- 4. The 'I'll create groups manually' radio button.
- 5. A 'Save' button in the bottom right corner, next to a 'Cancel' button.

Manually Assigning Groups

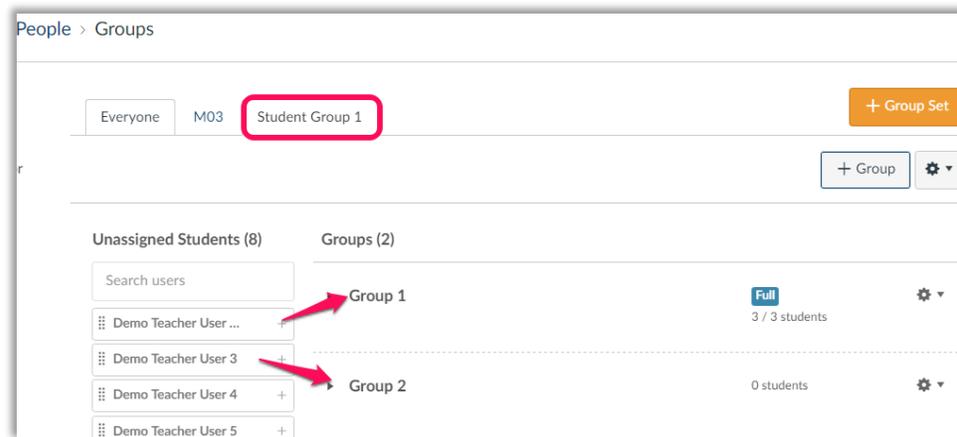
1. Under the People tab, select the Group Set and click the **+Group** button.



2. Name the Group and select the maximum number of group members.



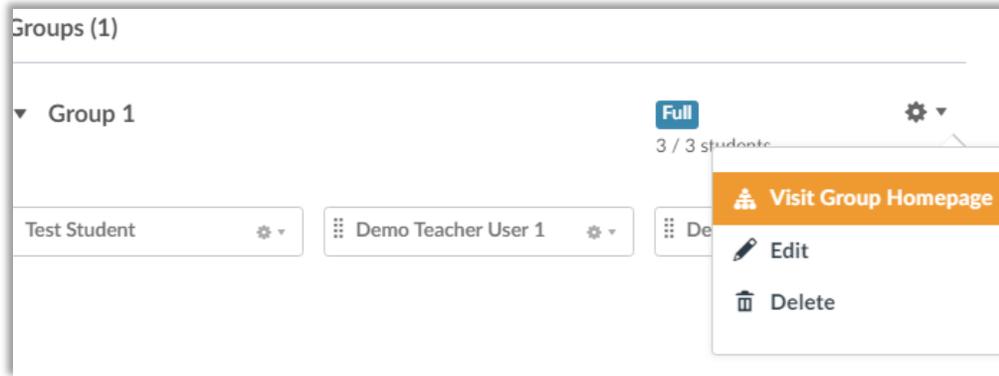
3. Begin adding your students to their individual groups. **Click and drag** the student's name into a group.



To create group assignments, see the [Canvas Community page](#).

Viewing Group Homepage

To view a student group home page, click the **gear icon** next to the student group. Then click *Visit Group Homepage*. This will take you to the group home page.



From this page you can view any progress your students have made.

