

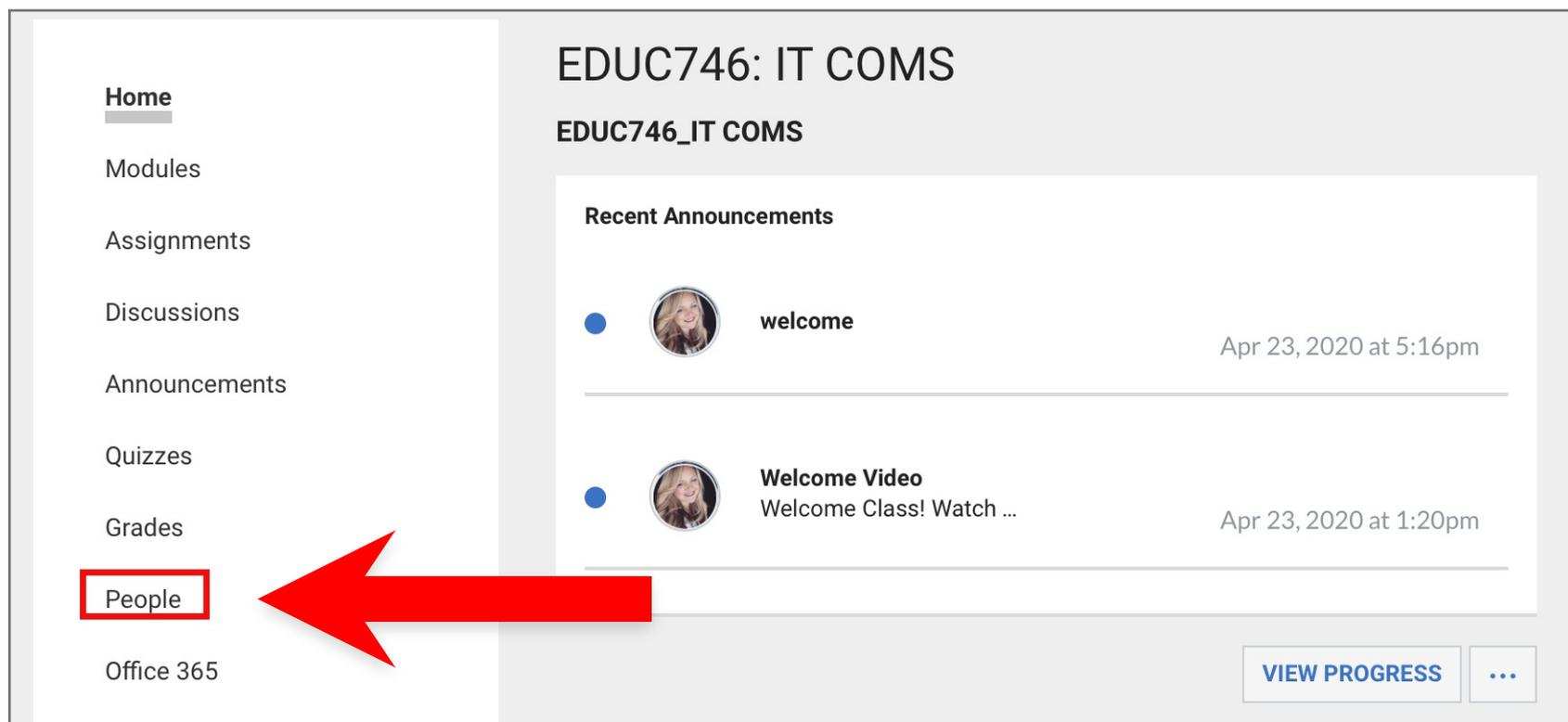
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Introduction

There are multiple ways to locate student information in Canvas. In this document, you will learn how to locate a student in a Canvas course.

Instructions

Step 1: Click on “People” from the course menu on the left.



Step 2: On the People page, you can see all the members of your class, as well as their Login ID, Section, Role, Last Activity, and Total Activity.

| | Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|---------------------------|-----------------|---|-----------|------------------|-----------------|-------------------|----------------|
| Discussions | Brent Bartlow | bcbartlow | L22165624 | EDUC746: IT COMS | Student | May 5 at 3:07pm | 13:37 |
| Announcements | Justin Berry | pending | L03332097 | EDUC746: IT COMS | Student | | |
| Quizzes | Melvin Brown | mbrown377 | L21786943 | EDUC746: IT COMS | Teacher | May 8 at 10:42am | 06:20:26 |
| Grades | Jessica Johnson | jjjohnson9 | L00109994 | EDUC746: IT COMS | Course Designer | May 8 at 10:40am | 34:58:36 |
| People | Nawona Nhekairo | njnhekairo | L22957980 | EDUC746: IT COMS | Student | Apr 23 at 11:07am | 08:16 |
| Office 365 | Carolyn Peck | crwagner2 | L00153991 | EDUC746: IT COMS | TA | Apr 27 at 2:47pm | 04:04 |
| Cisco Webex | | | | | | | |
| Purchase Course Materials | | | | | | | |
| Writing Style Guides | | | | | | | |
| myStudents | | | | | | | |

Step 3: To locate a specific student, you can scroll to find the student, use the drop-down filter to sort by Student, or type the student's name in the search bar.

The screenshot shows the Blackboard interface with a list of students. A red box highlights the search bar and the 'All Roles' dropdown menu. A red arrow points to the search bar.

| Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|-----------------|------------|-----------|------------------|-----------------|-------------------|----------------|
| Brent Bartlow | bcbartlow | L22165624 | EDUC746: IT COMS | Student | May 5 at 3:07pm | 13:37 |
| Justin Berry | pending | L03332097 | EDUC746: IT COMS | Student | | |
| Melvin Brown | mbrown377 | L21786943 | EDUC746: IT COMS | Teacher | May 8 at 10:42am | 06:20:26 |
| Jessica Johnson | jjohnson9 | L00109994 | EDUC746: IT COMS | Course Designer | May 8 at 10:40am | 34:58:36 |
| Nawona Nhekaïro | njnhekaïro | L22957980 | EDUC746: IT COMS | Student | Apr 23 at 11:07am | 08:16 |

Step 4: Click on the student's name to open their student card.

The screenshot shows a list of students with a red box highlighting the row for Brent Bartlow.

| Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|-----------------|-----------|-----------|------------------|-----------------|------------------|----------------|
| Brent Bartlow | bcbartlow | L22165624 | EDUC746: IT COMS | Student | May 5 at 3:07pm | 13:37 |
| Justin Berry | pending | L03332097 | EDUC746: IT COMS | Student | | |
| Melvin Brown | mbrown377 | L21786943 | EDUC746: IT COMS | Teacher | May 8 at 10:42am | 06:20:26 |
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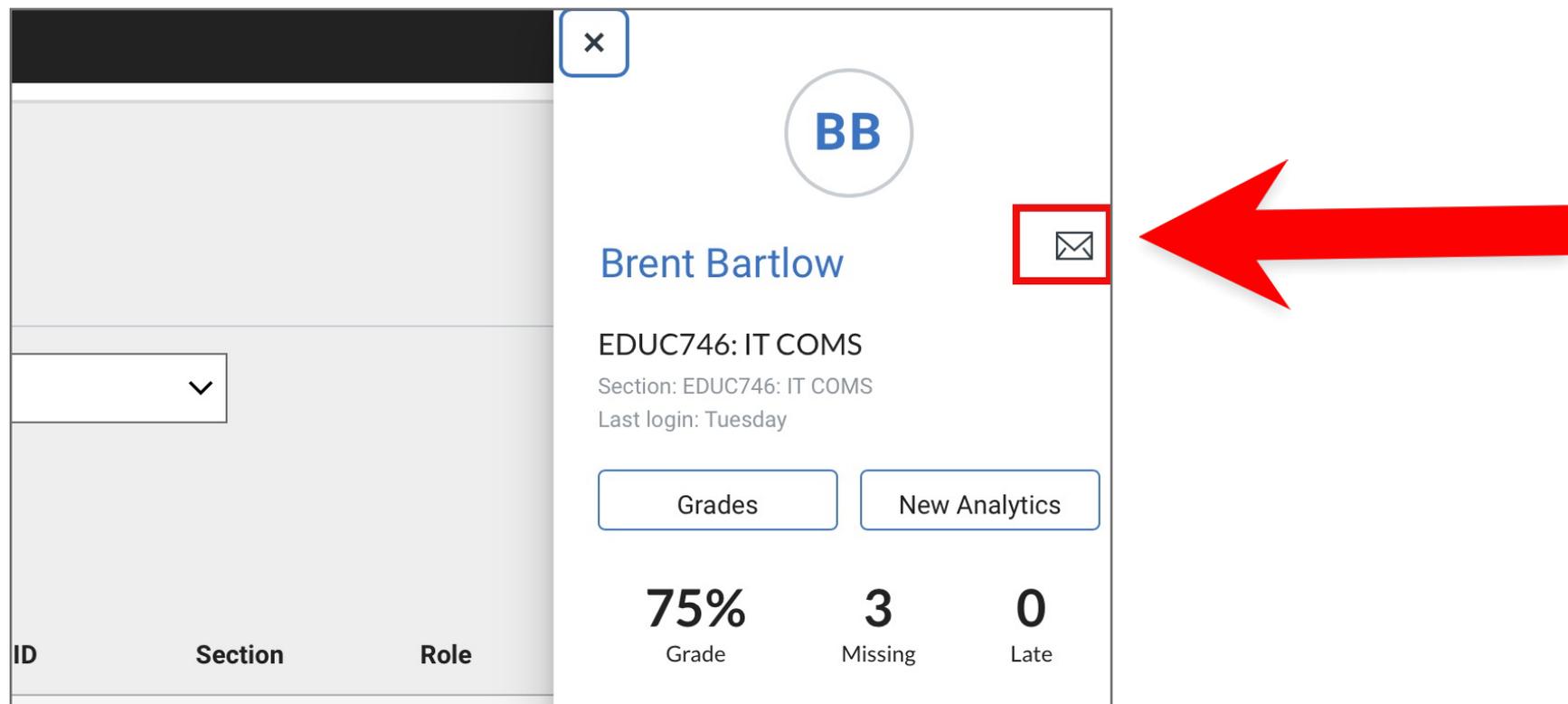
Step 5: The student card displays the student's name, the enrolled course, a message icon, course analytics and student statistics.

The screenshot shows the Blackboard interface with a student card for Brent Bartlow. A red box highlights the student card. A red arrow points to the student card.

Student Card Details:

- Name:** Brent Bartlow
- Course:** EDUC746: IT COMS
- Section:** EDUC746: IT COMS
- Last login:** Tuesday
- Grades:** 75% (Grade), 3 (Missing), 0 (Late)
- Last 7 Graded Items:**
 - 5/50
 - 5/50
 - 10/100
 - 5/50
 - 50/0
 - 100/0
 - 50/50
- Activity Compared to Class:**
 - Participation: ☆☆☆ (None)
 - Page Views: ★★☆☆ (Moderate)

Step 6: The message icon next to the student's name allows you to compose a message to the student directly from this page.



Step 7: Anytime you see a student's name in Canvas, you can click the student's name to open their student card to message the student and view their statistics and course analytics.

| Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|---|------------|-----------|------------------|-----------------|------------------|----------------|
|  Brent Bartlow | bcbartlow | L22165624 | EDUC746: IT COMS | Student | May 5 at 3:07pm | 13:37 |
|  Justin Berry pending | | L03332097 | EDUC746: IT COMS | Student | | |
|  Melvin Brown | mbrown377 | L21786943 | EDUC746: IT COMS | Teacher | May 8 at 10:42am | 06:20:26 |
|  Jessica Johnson | jjjohnson9 | L00109994 | EDUC746: IT COMS | Course Designer | May 8 at 10:40am | 34:58:36 |

Tips for Success!

We encourage you to view additional tutorials on how to leverage course analytics and messaging features in Canvas!