

# How do I view the course access report for an individual user?

 [community.canvaslms.com/docs/DOC-10162](https://community.canvaslms.com/docs/DOC-10162)

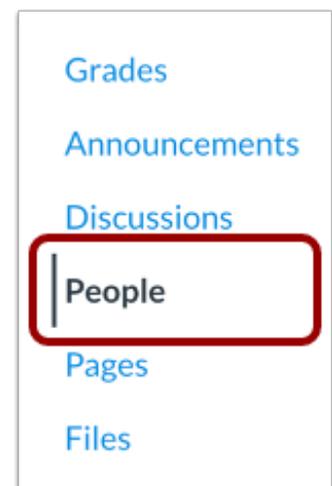
You can view the course access report for an individual user in the People section of your course. The course access report shows a summary of user participation in your course and complements the Total Activity column in the People page.

You can view the full specific report for a student by viewing student analytics.

You can also view your specific interactions with a student in the student interactions report.

**Note:** The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

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



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].

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 Emily Boone	emily.boone.canvas@gmail.com	emilyboone	Biology 101 Section 1	Student	Jan 19 at 12:16pm	01:25:42	<div style="text-align: right;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>  <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">⋮</span> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <div style="text-align: right;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">User Details</span> </div> <div style="margin-top: 5px;"> <span style="margin-right: 10px;">✉</span> Resend Invitation           <span style="margin-right: 10px;">✎</span> Edit Sections           <span style="margin-right: 10px;">👤</span> Analytics         </div> </div>

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

### More About This User

-  Grades
-  Send Message
-  Interactions Report
-  Access Report
-  Outcomes Report
-  Analytics

-  Student Grades
-  Interactions Report
-  Access Report
-  Outcomes Report
-  Analytics

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### Registered Web Services




Locate the user details sidebar. Depending on the page display, click the **Access Report** link or button.

Content <sup>1</sup>	Times Viewed <sup>2</sup>	Times Participated <sup>3</sup>	Last Viewed <sup>4</sup>
↓ Course Files	2		9 minutes ago
🏠 Course Home	21		9 minutes ago
🗉 Office Hours	7	1.0	1 hour ago
📢 Course Announcements	8		1 hour ago
📄 Course Assignments	20		2 hours ago
📊 Course Grades	75		2 hours ago
📄 Patriotism or Treason?	4	1.0	3 hours ago

<sup>5</sup> ← Back to User Page

The access report will show you:

- The content the user has viewed [1].
- The number of times the user viewed the content [2]. A view is counted each time a user navigates to the URL where the content resides or downloads an attachment.
- The number of times the user participated (if applicable, such as posting to a discussion or submitting an assignment) [3].
- The last time the user viewed the content [4].

To return to the User Details page, click the **Back to User Page** button [5].

**Note:** The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

When the user clicks on links directly in Course Navigation and views an index page, icons display for the following links:

- **Course Home** [1]
- **Grades** [2]
- **Syllabus** [3]
- **Outcomes** [4]
- **Modules** [5]
- **People** [6]—also displays a student name when the user views information for another student in the course [7]

Content	
<sup>1</sup> 🏠	Course Home
<sup>2</sup> 📊	Course Grades
<sup>3</sup> 📄	Course Syllabus
<sup>4</sup> 🎯	Course Outcomes
<sup>5</sup> 🗉	Course Modules
<sup>6</sup> 👤	Course People
<sup>7</sup> 👤	Max Johnson

Content	
	 Course Home
1	 Course Assignments
	 The Declaration of Independence: A Revisionist History
2	 Course Discussions
	 To Sign or Not to Sign Discussion
3	 Course Quizzes
	 The Bill of Rights Quiz
4	 Course Conferences
	 Mid-Term Test Review
5	 Course Pages
	 Declaration of Independence Introduction
6	 Course Files
	 signersmural.jpg

When a user navigates to course content areas from Course Navigation or views named course content, the following icons display in the access report:

- **Assignments** [1]: displays next to graded and ungraded assignments. Participation is counted if the user submits an assignment.
- **Discussions** [2]: displays next to discussions and announcements. Participation is counted if a user posts a reply. If the user accesses content from an announcement, such as an assignment, the Access Report displays a Discussion icon.
- **Quizzes** [3]: displays next to quizzes. Participation is counted if a user starts a quiz, even if they do not submit any answers.
- **External Link** [4]: displays next to external links (LTI) such as Microsoft365 and Conferences. Participation is counted for external links such as Collaborations and Conferences, but is not counted when a user participates in Chat.
- **Pages** [5]: displays next to content added as a page in the course. Participation is not recorded if a user views pages.

- **Files** [6]: displays next to views or previews of course files. Participation is not recorded if a user views files.

**Note:** The Access Report does not display a specific icon for groups. If a user accesses content from a group, such as a discussion or an assignment, the action is labeled with the appropriate content icon.

Previous Topic:[How do I view my course interactions with an individual student?](#)

Next Topic:[How do I view registered services for all users in a course?](#)

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