


# People Tool versus Photo Roster

Within your Canvas course site, you will see that you have two roster tools: People and Photo Roster. Both tools provide you with a list of user names and other important identifying information about the people who have access to your course.

This guide is designed to help you understand the uses and differences of each tool.

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## People Tool

This is the roster tool created by Canvas. Students are able to access this tool, and can see a limited view of the information pertaining to the other users on this list.

From here, you can manually enroll users, as well as create new group sets.

Everyone






Sample Group Set

Search people

All Roles ▼

+ Group Set

+ People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 [Name]	[Login ID]	[SIS ID]	Section 02 Section 01	Instructor Instructor	Oct 24 at 1:14pm Oct 24 at 1:14pm	92:11:47	⋮
 [Name]	[Login ID]	[SIS ID]	Section 01	Guest Student	Oct 11 at 11:45am	24:39	⋮
 [Name]	[Login ID]	[SIS ID]	Section 01	Guest Student	Oct 7 at 4:09pm	52:06	⋮
 [Name]	[Login ID]	[SIS ID]	Section 02	Guest Student	Aug 27 at 9:51am		⋮
 [Name]	[Login ID]	[SIS ID]	Section 02	Guest Student	May 22 at 1:57pm	05:48	⋮

💡 For more information on the People tool:

- [People \(Vendor Guides\)](#)
- [Groups \(Vendor Guides\)](#)
- [Adding / Removing Users in Your Course](#)
- [Creating Groups in Your Course](#)

## Photo Roster

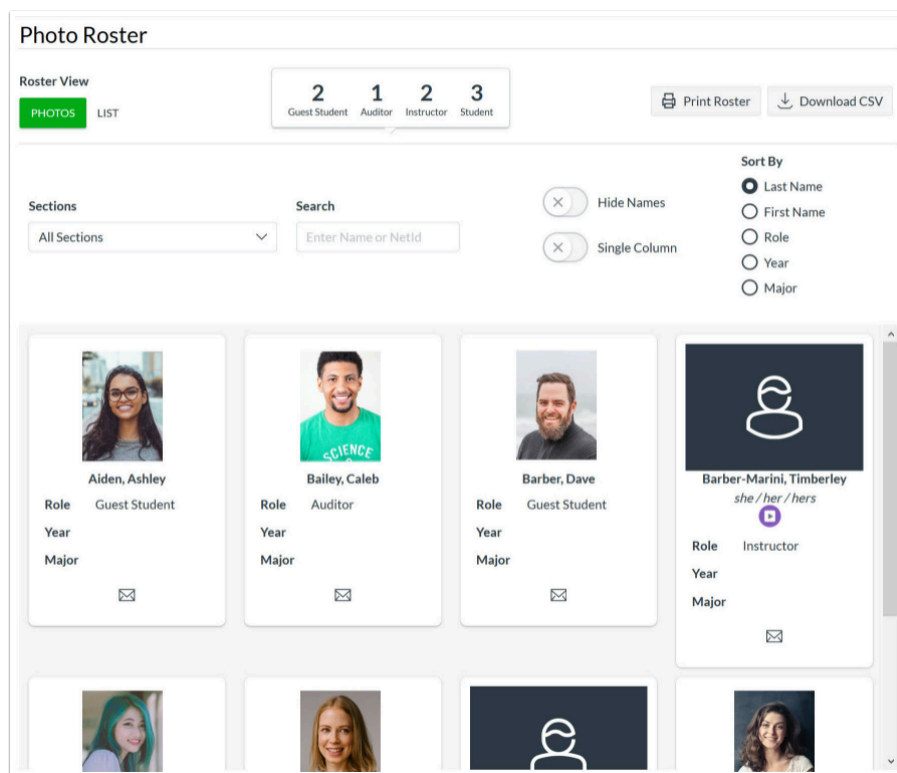
This is the roster tool created by Yale. Only users with an Instructor or TA role will be able to see this tool. Although other roles can see it on the course site navigation, it will appear blank and no student information will be provided. There are two different views: "Photo Roster" and "List View."

💡 For more information on the Photo Roster tool:

- [Photo Roster: Overview](#)
  - [Photo Roster Interface Overview](#)

## Photo View

This is the default view and shows the a user's name, NameCoach pronunciation (if one exists), course role, class, major, and email address. It will also show student ID photos.



## List View

The list view shows the users in a list format. It shows the user information available on the photo roster view, and additionally includes the user's ID, residential college, and graduation year.

The list can be exported into an Excel (CSV) file.

## Photo Roster

Roster View

PHOTOS **LIST**

2

1

2

3

Guest Student

Auditor

Instructor

Student

Download CSV

Sections

All Sections

Search

Enter Name or NetId

Last Name	First Name	Net ID	Email	Role	College	Major	Year
Aiden	Ashley			Guest Student			
Bailey	Caleb			Auditor			
Barber	Dave			Guest Student			
Barber-Marini	Timberley			Instructor			
Hamilton	Teri			Student			
Killian	Joyce			Student			
Marini	David			Instructor			
Prentice	Flora			Student			

💡 For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).