

Participants

The *Participants* page provides access to a list of course participants. This page provides user information such as a learner's email address, and when they last accessed the course. It can also be used to send Moodle Messages and to access an individual learner's reports, blogs, notes and profile.

Opening the Participants Page

1. On the main page, open the *Navigation drawer*.
2. Click on the *Participants* link.



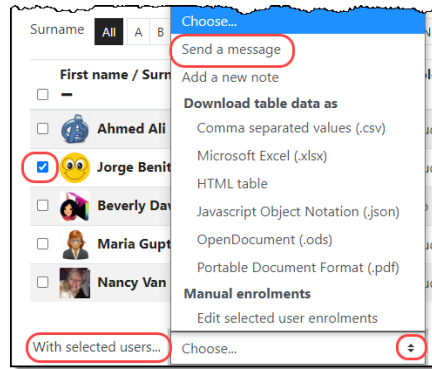
3. Click the *Navigation drawer* button again to close the *Navigation drawer* so that you have more room available on the page.

The *Participants* page appears. Each column can be sorted by the column headings. Clicking on one of these headings sorts the participants' list alphabetically in ascending to descending order, or vice versa. You can also filter by the letter of a participants' first name or last name by choosing a letter from the appropriate row.

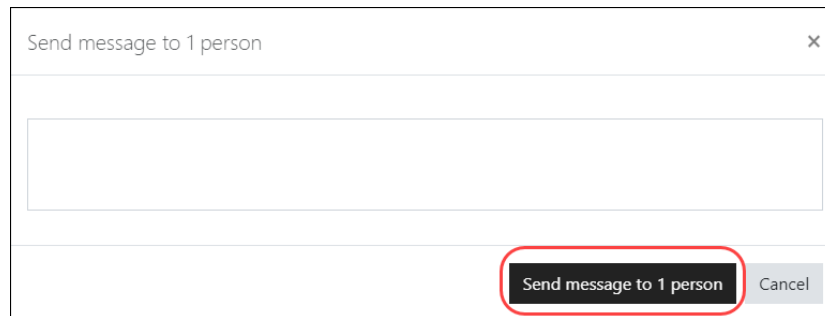


Sending a Message from the Participants Page

1. Put a tick in the checkbox next to a learner's name, and choose the *Send a message* option from the *With selected users* prompt at the bottom of the *Participants* page.



2. Type your message, and then click the *Send message* button.



Finding Information about Your Participants

Click on a learner's name in the *Participants* list to get more information about that learner.

Beverly's Class

Dashboard / My courses / Beverly's Class / Participants / Jorge Benito



Add to contacts

User details

Email address

jorgebenito@fakemail.ca

Country

Canada

Course details

Course profiles

Canadian Citizenship Prep (JT)

Instructor Bootcamp

Beverly's Class

Digital Citizenship CLB 4+ Draft

Nancy - Sandbox

Roles

Student

Miscellaneous

Full profile

View all blog entries

Notes

My certificates

Forum posts

Forum discussions

Open Forum posts

Open Forum discussions

Reports

Today's logs

All logs

Outline report

Complete report

Statistics

Grades overview

Login activity

Last access to course

Wednesday, 14 July 2021, 1:39 PM (5 hours 58 mins)