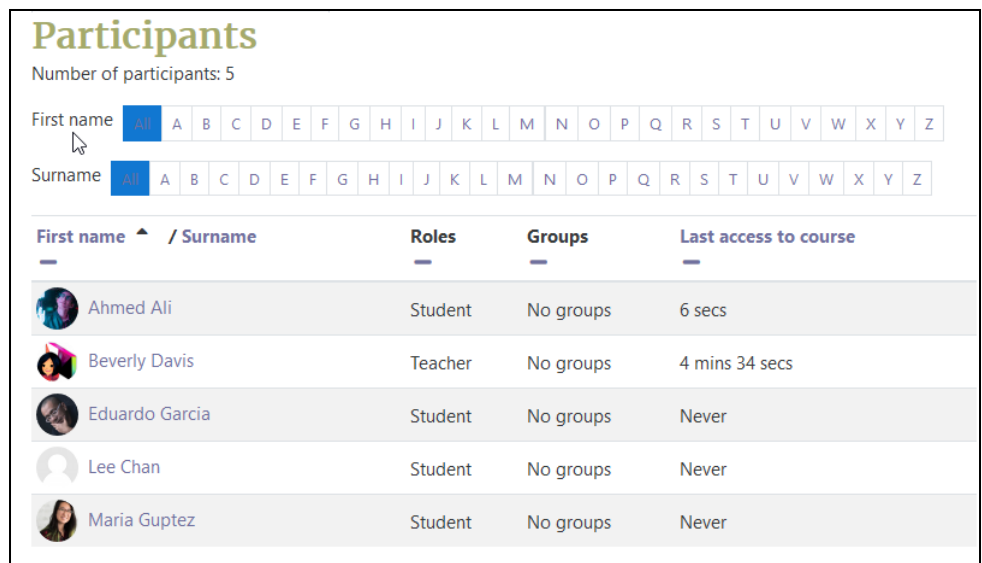


## Participants Link/ Messaging Students

The **Participants** link in the **Navigation Drawer** opens a dashboard that displays instructor and student information and a set of functionalities to improve communication and organization on a course.

The **Participants** page offers sorting options for quickly locating or ordering students in a list and accessing information about each student. Instructors and students can use it to send messages (and emails) to selected course participants. The following image is a sample **Participants** page student view.

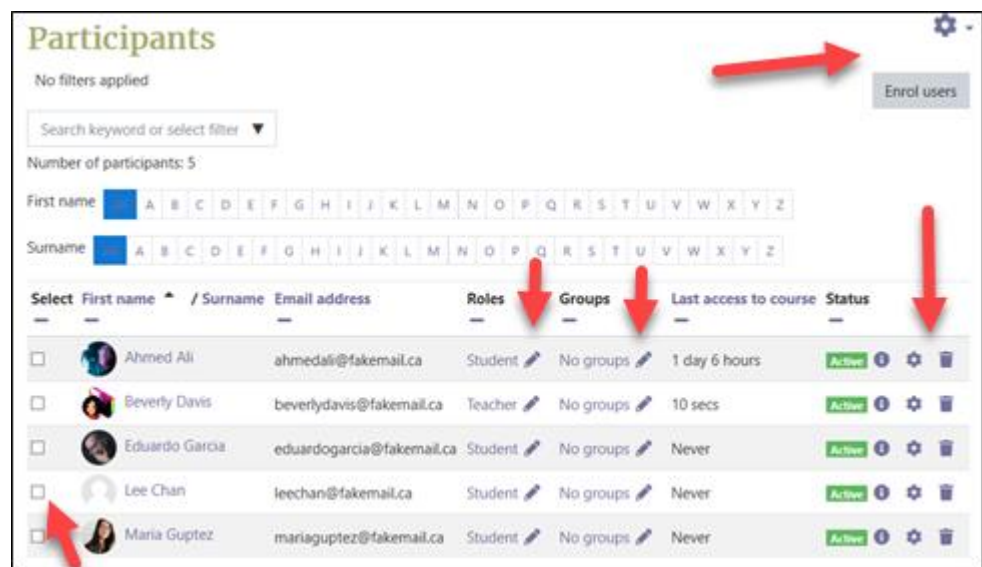


**Participants**  
Number of participants: 5

First name: [A-Z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname: [A-Z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Roles	Groups	Last access to course
Ahmed Ali	Student	No groups	6 secs
Beverly Davis	Teacher	No groups	4 mins 34 secs
Eduardo Garcia	Student	No groups	Never
Lee Chan	Student	No groups	Never
Maria Gupte	Student	No groups	Never

This is the instructors view the **Participants** page with **editing features** active.



**Participants**  
No filters applied

Search keyword or select filter

Number of participants: 5

First name: [A-Z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname: [A-Z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ahmed Ali	ahmedali@fakemail.ca	Student	No groups	1 day 6 hours	Active
<input type="checkbox"/>	Beverly Davis	beverlydavis@fakemail.ca	Teacher	No groups	10 secs	Active
<input type="checkbox"/>	Eduardo Garcia	eduardogarcia@fakemail.ca	Student	No groups	Never	Active
<input type="checkbox"/>	Lee Chan	leechan@fakemail.ca	Student	No groups	Never	Active
<input type="checkbox"/>	Maria Gupte	mariaguptez@fakemail.ca	Student	No groups	Never	Active























Enrol users

## Accessing the Participants' Page

1. On your course, ensure that the **Navigation drawer** is expanded.
2. In the **Navigation drawer**, click on the **Participants** link.



3. The **Participants'** page appears.

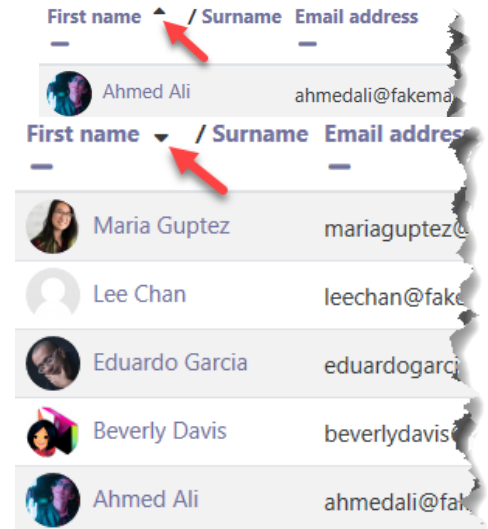
	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	—	—	—	—	—	—
<input type="checkbox"/>	 <b>Ahmed Ali</b>	ahmedali@fakemail.ca	Student 	Group B 	10 days 2 hours	Active  
<input type="checkbox"/>	 <b>Lee Chan</b>	leechan@fakemail.ca	Student 	Group B 	54 days 23 hours	Active  
<input type="checkbox"/>	 <b>Beverly Davis</b>	beverlydavis@fakemail.ca	Teacher 	Group A 	10 days 2 hours	Active  
<input type="checkbox"/>	 <b>Eduardo Garcia</b>	eduardogarcia@fakemail.ca	Student 	Group A 	49 days	Active  
<input type="checkbox"/>	 <b>Maria Gupta</b>	mariaguptez@fakemail.ca	Student 	Group A, Group B 	54 days 22 hours	Active  

## Sorting People in a Course

The participant list in the images above are sorted by **First name**. This is indicated by the **upward pointing arrow** near **First name**.

**Note:** the **course participants'** order is ascending (A to Z) in this image.

1. To change the list order, click on **First name**.
2. The people are now in descending order (Z to A). The downward arrowhead indicates this.

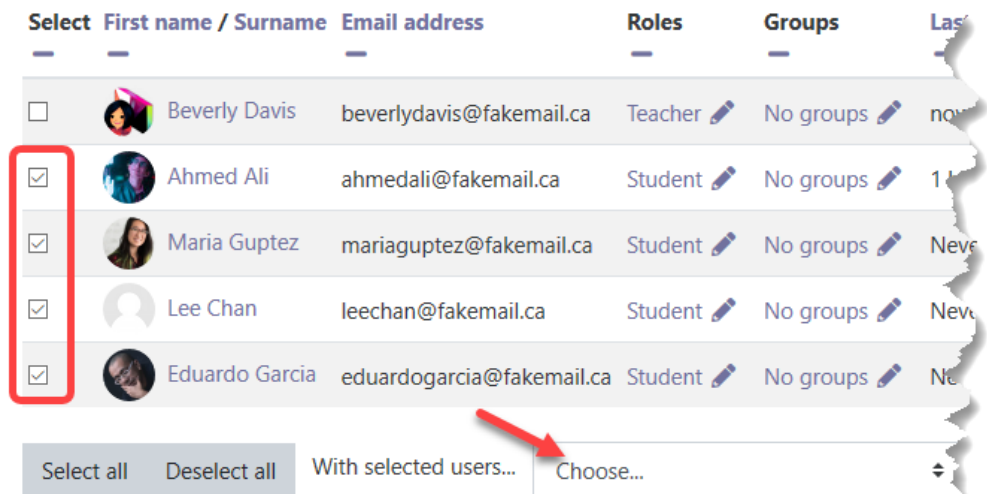


3. When you click on **Last access to course**, the list is sorted in descending order starting with the most recent person to be on the course.

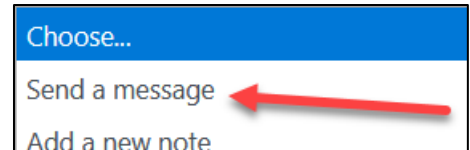
Select	First name / Surname	Email address	Last access to course
<input type="checkbox"/>	Beverly Davis	beverlydavis@f	now
<input type="checkbox"/>	Ahmed Ali	ahmedali@fakema	31 mins 32 secs
<input type="checkbox"/>	Maria Gupte	mariaguptez@f	Never
<input type="checkbox"/>	Lee Chan	leechan@fakema	Never
<input type="checkbox"/>	Eduardo Garcia	eduardogarcia@	Never

## Sending Course Messages to Course Participants

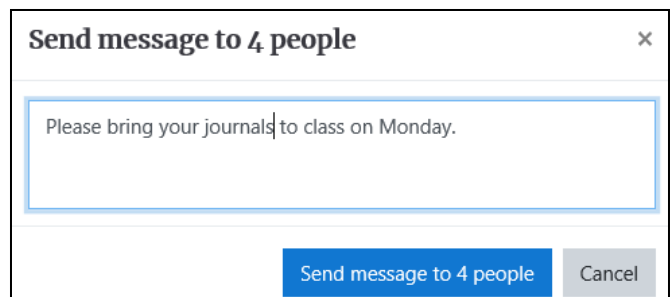
1. On the **Participants** page, select the recipient(s) of the messages.
2. Select **Send a message** in the **With selected users...** drop-down menu.



3. Choose the **Send a message** option.



4. Write your **message**.



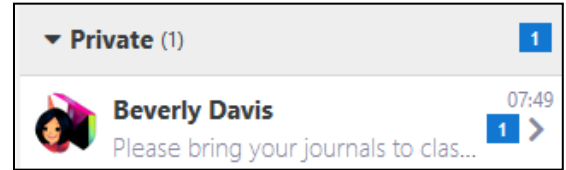
5. Click the **Send message** button.

The message is sent and if students have their **Messages** settings set up to **Notification preferences, Email, On**, they will receive the message by email when they are offline.

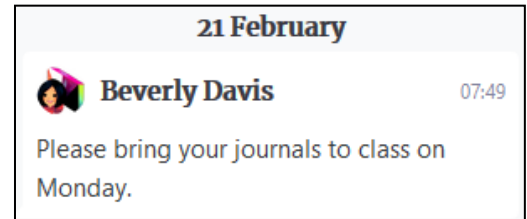
6. Receivers of the message need to click on their **Message Drawer** icon.



7. Then they click on the **Message preview** in the **Message Drawer**.



8. The full message appears.



## People Block Help Links

[Moodle Documents: Messaging](https://docs.moodle.org/39/en/Messaging)

<<https://docs.moodle.org/39/en/Messaging>>

[Moodle Documents: Messaging FAQs](https://docs.moodle.org/39/en/Messaging_FAQs)

<[https://docs.moodle.org/39/en/Messaging\\_FAQs](https://docs.moodle.org/39/en/Messaging_FAQs)>