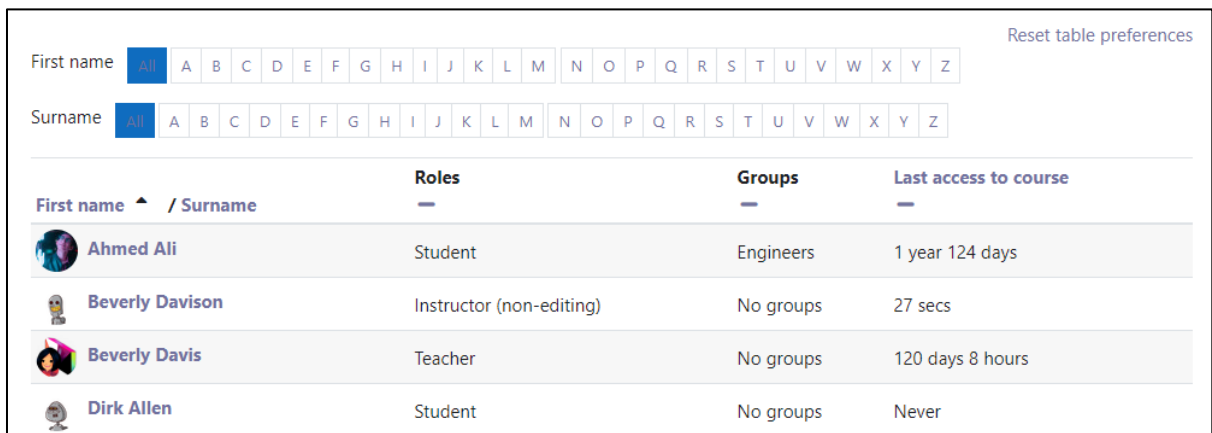


Participants Page / Messaging Students

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.



Reset table preferences

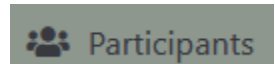
First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** 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	Engineers	1 year 124 days
 Beverly Davison	Instructor (non-editing)	No groups	27 secs
 Beverly Davis	Teacher	No groups	120 days 8 hours
 Dirk Allen	Student	No groups	Never


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.



The **Participants'** page appears.

Participants





















Match 

[+ Add condition](#) [Clear filters](#) [Apply filters](#)

8 participants found [Reset table preferences](#)

First name 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 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






<input type="checkbox"/>	First name [▲] / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	 Ahmed Ali	ahmedali@fakemail.ca	Student	Engineers 	1 year 124 days	Active  
<input type="checkbox"/>	 Beverly Davison	beverlydavison@fakemail.ca	Instructor (non-editing)	No groups 	now	Active  
<input type="checkbox"/>	 Beverly Davis	beverlydavis@fakemail.ca	Teacher	No groups 	120 days 8 hours	Active  
<input type="checkbox"/>	 Dirk Allen	knewdirk@gmail.com	Student	No groups 	Never	Active  
<input type="checkbox"/>	 Eduardo Garcia	eduardogarcia@fakemail.ca	Student	Healthcare 	1 year 136 days	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**.

<input type="checkbox"/>	First name [▲] / Surname	Email address
<input type="checkbox"/>	 Ahmed Ali	ahmedali@fakema
<input type="checkbox"/>	 Beverly Davis	beverlydavis@faka
<input type="checkbox"/>	 Eduardo Garcia	eduardogarcia@fak
<input type="checkbox"/>	 Lee Chan	leechan@fakemail
<input type="checkbox"/>	 Maria Gupte	mariaguptez@fake

- The people are now in descending order (Z to A).
The downward arrowhead indicates this.

	First name ▾ / Surname	Email address
	Maria Gupte	mariagupte@i
	Lee Chan	leechan@fak
	Eduardo Garcia	eduardogarc
	Beverly Davis	beverlydavis
	Ahmed Ali	ahmedali@fak

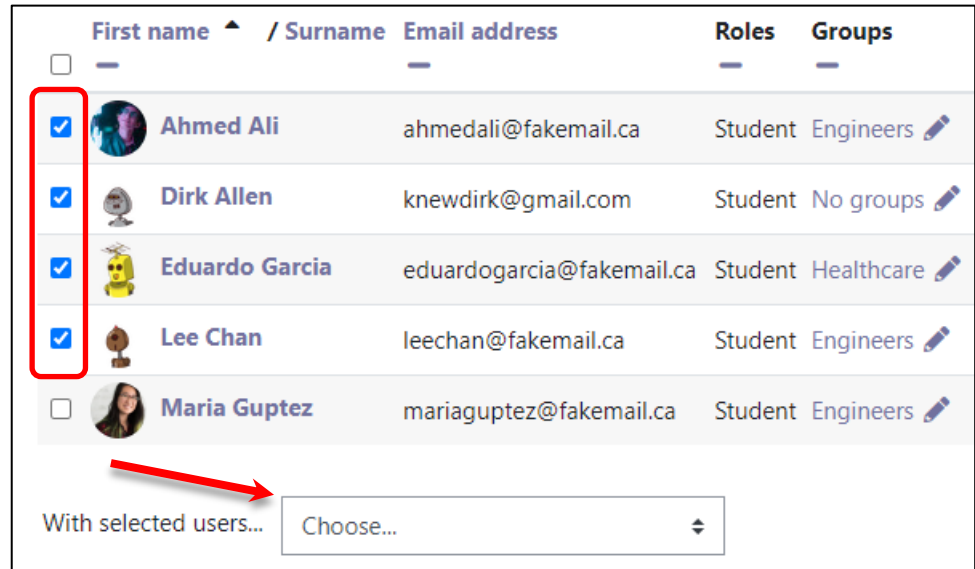
- When you click on **Last access to course**, the list is sorted in descending order starting with the most recent person to be on the course.











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

Note: Participants can be reordered by **First name**, **Surname**, and **Last access to course**.

Sending Course Messages to Course Participants

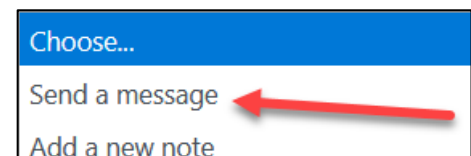
1. On the **Participants** page, select the recipient(s) of the messages.




	First name ^ / Surname	Email address	Roles	Groups
<input type="checkbox"/>	—	—	—	—
<input checked="" type="checkbox"/>	 Ahmed Ali	ahmedali@fakemail.ca	Student	Engineers 
<input checked="" type="checkbox"/>	 Dirk Allen	knewdirk@gmail.com	Student	No groups 
<input checked="" type="checkbox"/>	 Eduardo Garcia	eduardogarcia@fakemail.ca	Student	Healthcare 
<input checked="" type="checkbox"/>	 Lee Chan	leechan@fakemail.ca	Student	Engineers 
<input type="checkbox"/>	 Maria Gupte	mariagupte@fakemail.ca	Student	Engineers 

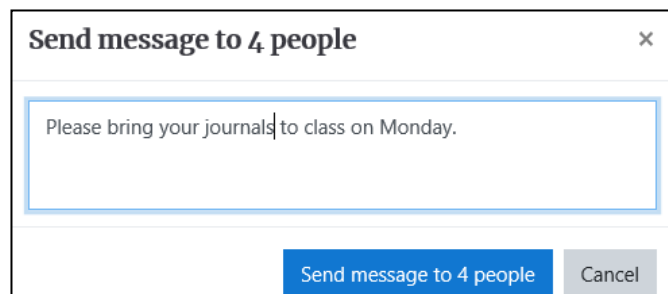
With selected users...

2. Select **Send a message** in the **With selected users...** drop-down menu.



- Choose...
- Send a message 
- Add a new note

3. Write your **message**.



Send message to 4 people

Please bring your journals to class on Monday.

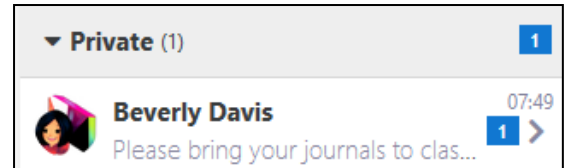
4. Click the **Send message** button.

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.

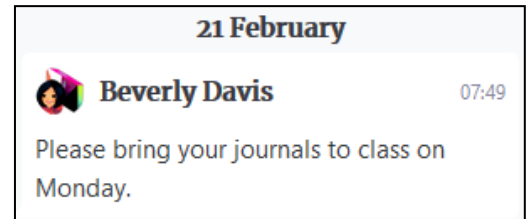
- Receivers of the message need to click on their **Message Drawer** icon.



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



- The full message appears.



Messaging 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>