# Viewing Details about Course Participants

The **Participants** page can be used to get a quick view of course participants and their email addresses, when they last accessed the course, and a tool to send a Moodle email message to individuals or multiple recipients. The **Participants** page can also be used to quickly access various reports on individual learners, including the **Complete report** which provides detailed information about individual activities or exercises in the SCORM objects. (The grade book provides only an average of these activities.)

1. To begin, click on the **vertical ellipsis** icon to open the **Navigation drawer**.

2. Click on **Participants**.
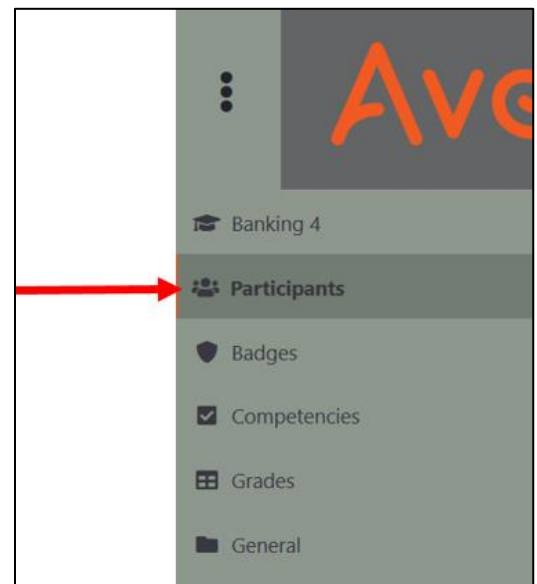
A list of **Participants** appears in alphabetical order.

Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 7

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	Email address	Roles	Groups	Last access to course
Ahmed Ali	ahmedali@fakemail.ca	Student	No groups	56 mins 3 secs
Anje Kraswck	anjekraswck@fakemail.ca	Student	No groups	Never
Beverly Davis	beverlydavis@fakemail.ca	Student	No groups	Never
Eduardo Garcia	eduardogarcia@fakemail.ca	Student	No groups	Never
Lee Chan	leechan@fakemail.ca	Student	No groups	55 mins 45 secs
Maria Guptez	mariaguptez@fakemail.ca	Student	No groups	3 hours 12 mins

Click on the **name** of each participant to see their general and detailed information.

GOING TO THE BANK (LINC 4)

Dashboard / My courses / Banking 4 / Participants / Maria Guptez

Maria Guptez 💬 Message 🪪 Add to contacts

User details

Email address
mariaguptez@fakemail.ca

Country
Canada

City/town
Oshton

Literacy
☐

LINC/Level 1

Course details

Course profiles
LINC 4 (BD)
Ms. Beverly's LINC 3
Stage 2/3 Exemplar Course
Going to the Bank (LINC 4)

Roles
Student

To the left of this page, you can see the **user's details** including email, country and city/town, Skype ID, and CLB level.

In the middle, there is information about **Courses details**, **Miscellaneous** details and **Reports**.

Reports
Today's logs
All logs
Outline report
Complete report
Grades overview

- **Today's logs** - lists all of the course content the user has visited in the last 24 hours and any information about that content; includes a bar graph
- **All logs** - lists all of the course content the user has visited since their account was created and any information about that content; includes a bar graph
- **Outline report** - provides a general summary of all of the user's activity in the course, sorted by topic or week in the order it appears in the course. It includes the resource/activity name, the number of times viewed, the last date viewed and elapsed time since viewing the item
- **Complete report** - is similar to the outline report, except it also includes detailed information about SCORM results, including results for each activity, posts to forums, etc.
- **Grades review** - displays a list of courses the participant is enrolled in and the grade they obtained for the course.

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Sending messages from the Participants page

1. To send a message to an individual/group of learners, select the checkbox beside the user's name on the Participants page. Then, select **Send a message** from the drop-down menu below.
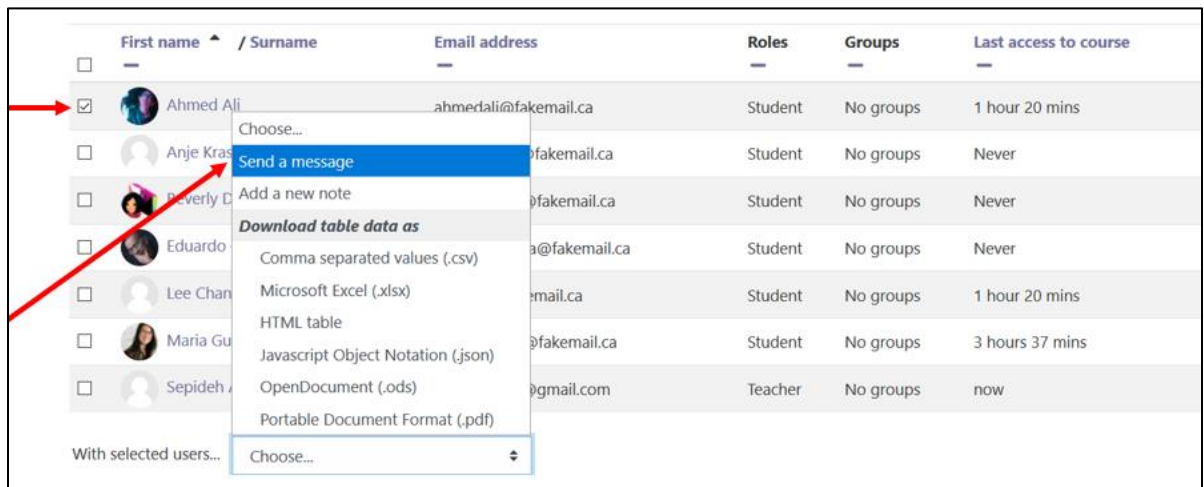
A message panel appears.

2. Type the message in the message text box.

3. Click the **Send Message to 1-person** button to contact that learner.

Video Resources

Using the participant list in Moodle
https://youtu.be/Kab7PxJJz7g

How to find people and send messages
https://youtu.be/4lXVIPXyLXM

Report Help File

[Moodle Documents: Participants](https://docs.moodle.org/39/en/Participants)
<https://docs.moodle.org/39/en/Participants>

[Moodle Documents: Participation_report](https://docs.moodle.org/39/en/Participation_report)
<https://docs.moodle.org/39/en/Participation_report>

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