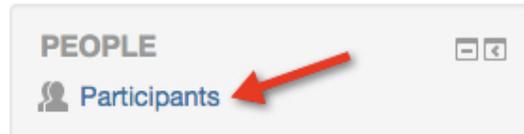


Viewing Details about Course Participants

The *People* block 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 *People* block 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.)

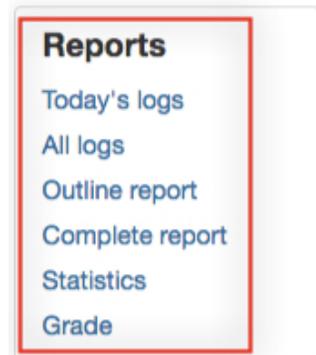
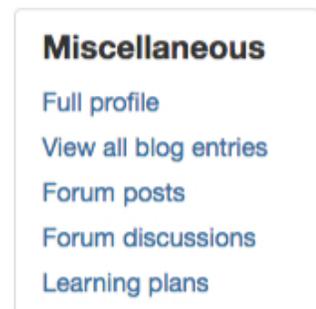
- To begin, click *Participants* in the *People* block.



Viewing Participant Reports

1. To view a learner's details and access the reports, click on the *Participants* link in the *People* block again, or, click on the *Participants* link in the breadcrumbs.
2. Click on an individual's name to view that learner's details. The *View profile* page appears for that learner.
3. On the right side of the *Participants* page for a student, links to the different *Report* options are displayed.

- **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 his/her 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.
- **Statistics** - displays a line graph of learner views, posts, and all activity in the course.



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.

<input type="checkbox"/>		LINC Teacher	paul.carter.vancouver@paulcarter.ca	Mapleton	Canada	now
<input checked="" type="checkbox"/>		Jorge Garcia	jg2014@freemail.org	Burnaby	Canada	1 hour 42 mins
<input type="checkbox"/>		Maria Gupta	Guppy5@email.ca	Ottawa	Canada	1 hour 43 mins
<input type="checkbox"/>		Charley Ferzam	CFerzam@hopeville.tn	Moncton	Canada	1 hour 43 mins
<input type="checkbox"/>		LINC Student	linc.student@edulinc.ca	Lincville	Canada	1 hour 44 mins

Select all Deselect all ?

With selected users...

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

2. A message panel appears. Type the message in the message text box.
3. Click the *Send Message button* to contact that learner, or click *Preview* to check the message first.

Message body:





Formatting: HTML format

Currently selected users

Jorge Garcia jg2014@freemail.org

