






The People Block / Messaging Students

The People block contains a link named Participants that displays details of all of the students and teachers in a course. The Participants page offers sorting options for quickly locating or ordering students in a list, and accessing information about each student. Teachers and students can use it to send messages (and email) to selected course participants. The following image is a sample Participants page:

All participants: 5 *

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](#)

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		LINC Teacher	paul.carter.vancouver@paulcarter.ca	Mapleton	Canada	10 secs
<input type="checkbox"/>		LINC Student	linc.student@edulinc.ca	Lincville	Canada	22 mins 2 secs
<input type="checkbox"/>		Charley Ferzam	CFerzam@hopeville.tn	Moncton	Canada	Never
<input type="checkbox"/>		Jorge Garcia	jg2014@freemail.org	Burnaby	Canada	Never
<input type="checkbox"/>		Maria Gupta	Guppy5@email.ca	Ottawa	Canada	Never

Exemplar

The People block (visible below) is from a sample LINC 4 course for this document. It appears on the left side column on the course page.

Parts of the People Block

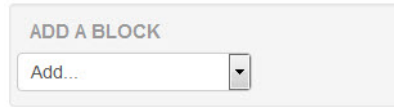


Adding the People Block to Your Course

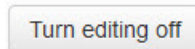
1. On your course page, click on the Turn editing on button

Turn editing on

2. Look for the "Add a block" block

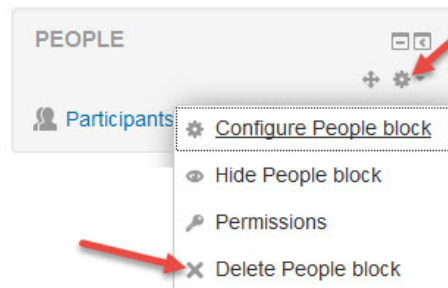


3. Click on the Add... drop-down option
4. Select People
5. The People block appears
6. Click on the Turn editing off button



Deleting the People Block from Your Course

1. Click the Turn editing on button
2. Look for the People block
3. Click the Actions icon
4. Click on the option, Delete People block



5. A prompt appears, Are you sure that you want to delete this block titled People?
 6. Click the Yes button
- The block disappears, the People block is removed



Sorting People in Your Course

- The participant list in the image below is sorted by “Last Access”
- This is indicated by the downward pointing arrow







All participants: 5 *

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](#)

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		LINC Teacher	paul.carter.vancouver@paulcarter.ca	Mapleton	Canada	10 secs
<input type="checkbox"/>		LINC Student	linc.student@edulinc.ca	Lincville	Canada	22 mins 2 secs

- To change the sorting list, click on one of the following:
 - First name
 - Surname
 - Email address
 - City/town
 - Country
- Clicking on First name sorts the list in ascending order, and the presence of the arrowhead indicates this.

Select	User picture	First name  / Surname	Email address
<input type="checkbox"/>		Charley Ferzam	CFe
<input type="checkbox"/>		Jorge Garcia	jpg20
<input type="checkbox"/>		LINC Teacher	pau
<input type="checkbox"/>		LINC Student	linc.
<input type="checkbox"/>		Maria Gupta	Gup

- Click on First name
- Sorts the list in descending order and the direction of the arrowhead changes

Sending Moodle 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

All participants: 5 * [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](#)

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input checked="" type="checkbox"/>		Charley Ferzam	CFerzam@hopeville.tn	Moncton	Canada	Never
<input checked="" type="checkbox"/>		Jorge Garcia	jg2014@freemail.org	Burnaby	Canada	Never
<input type="checkbox"/>		LINC Teacher	paul.carter.vancouver@paulcarter.ca	Mapleton	Canada	now
<input checked="" type="checkbox"/>		LINC Student	linc.student@edulinc.ca	Lincville	Canada	25 mins 51 secs
<input checked="" type="checkbox"/>		Maria Gupta	Guppy5@email.ca	Ottawa	Canada	Never

Select all Deselect all ?

With selected users...

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

3. Compose your message in the Message body.

Message body:

Hello Class,

Please remember that tomorrow is our Reading assessment for your portfolios.

Don't forget to bring your Language Companion, and make sure to have your portfolio inventory sheet as well.

Thanks very much, see you tomorrow!

Linc|

4. Click the Preview button.

Preview

Review the message

5. Click the Send message button if it is okay. (Click the Update button to edit it.)

HTML format preview

Hello Class,

Please remember that tomorrow is our Reading assessment for your portfolios.

Don't forget to bring your Language Companion, and make sure to have your portfolio inventory sheet as well.

Thanks very much, see you tomorrow!

Linc

The message will be sent using the internal Moodle messaging system and if students have their messaging preference set up to receive email messages when they are offline, they will also receive the message by email.

People Block Help links

[Moodle Documents: People Block](https://docs.moodle.org/31/en/People_block)

<https://docs.moodle.org/31/en/People_block>

[Moodle Documents: Messaging](https://docs.moodle.org/31/en/Messaging)

<<https://docs.moodle.org/31/en/Messaging>>

[Moodle Documents: Messaging FAQs](https://docs.moodle.org/31/en/Messaging_FAQs)

<https://docs.moodle.org/31/en/Messaging_FAQs>