"PARTICIPANTS" AND PARTICIPATION

Teachers

Students

What are "Participants"?

Participants are the **teachers** and **students** who are part of a course. The list of participants can be seen by following the Participant link in the **People** block.

Moodle1.9

In Moodle 1.9 onwards, any users with hidden **role assignments** are indicated with a closed eye icon.

The participants list may be restricted to display:

- Members of a particular **group**
- Users inactive for more than a particular period of time
- Users with a particular role, such as teacher

Teachers (or other users with appropriate permissions) may select particular users then perform any of the following actions:

- Send **message**
- Add a **new note**
- Add a common note (for adding the same note to more than one user)
- Extend **enrolment** (individual)
- Extend enrolment (common) (for extending enrolment by the same amount for more than one user)

Groups

The **Groups** feature allows a teacher to assign teachers and students to one or more groups. This can be on the course or on the activity level.

Using groups on the course or activity level will allow the teacher to:

- Completely isolate groups of students by sight and activity from each other.
- Partially separate groups, where one group can see other groups and each groups' activity, but not interact with the other group(s).
- Identify each group with an icon.

The groups feature can allow different cohorts of students (and their teachers) to take the same course asynchronously without creating a "new" course. Or it allows 1 course with a large student enrolment to place students into sections, each section having their own teacher. Or it allows 1 course that is used by different departments.

Groups must be enabled in the Course_settings. After it is enabled a group icon will appear in the Course administration block.

The icon links to the Groups screen. There are 3 tabs on this screen:

- Groups - create/edit a group, add/subtract members,
- Groupings - create groups of individual groups
- Overview

Groups tab

This screen changes depending upon the edit button which is selected below the "Groups" and "Members of" lists. You will find buttons for: Show members of group, Edit group settings, Delete selected group, Create group, and Auto create group.

Create a group

Select the Create a group button. Give the group a name and a description. The enrolment key field will allow a user to enter the course and will automatically make them a member of this group. Uploading a group icon, will place the icon on the participants listing, forum posts by those group members and other places. The Save button takes you back to the Group tab screen.

> *TIP:* For the enrolment key to work you will need to define a separate course enrolment key in your 'course settings').
>
> *TIP:* To assign a group icon, you will need to have permission to add a picture to your profile.

Add or remove group members

After creating a group, highlight a group and click the "Add members" button below the "Members of" list. The screen will change. Next you will see the add and remove buttons between 2 lists.

Highlight members you wish to add or remove. Remember you can use the Crtl key to select more than one person.

Auto-create groups

From the groups tab, it is possible to automate the creation of groups. Auto creation is a powerful tool which can allocate members to groups by several methods (alpha or randomly), set maximum number of members, create a unique group name and even assign the new group to a grouping.

Adding/subtracting people in a group

To add a member(s) to a group you need to select the group name in the left column, then select the participants (use shift or ctrl for multiple selections), from the right column. Click the "Add" button to move them to the selected group..

To remove participants from a group, select the appropriate group to view members, select the participants to remove and click the "Remove selected members" button.

Groupings tab

Groupings allow you combine individual groups, which then become a group itself.

See Groupings for more information.

Overview tab

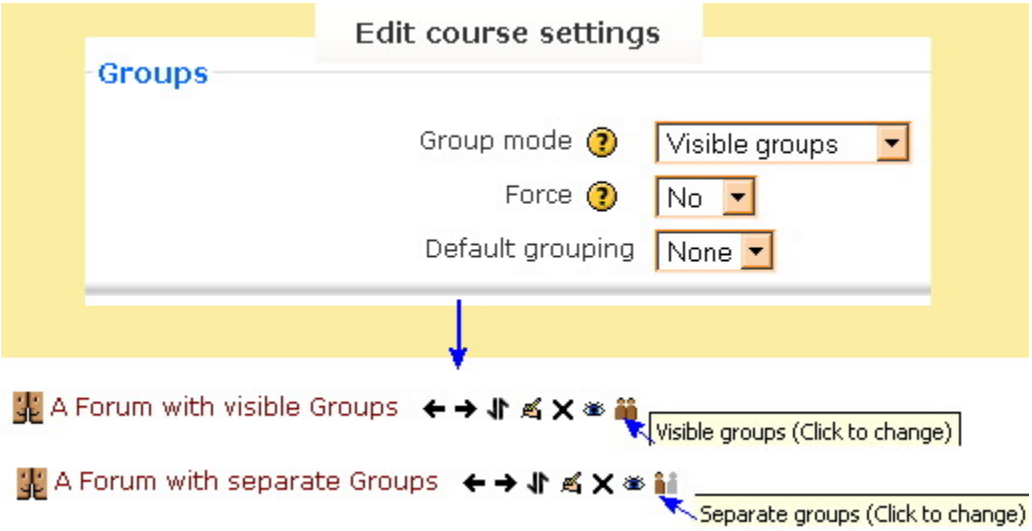
The overview tab shows course groupings, and membership of each group.

Using groups in course or activity

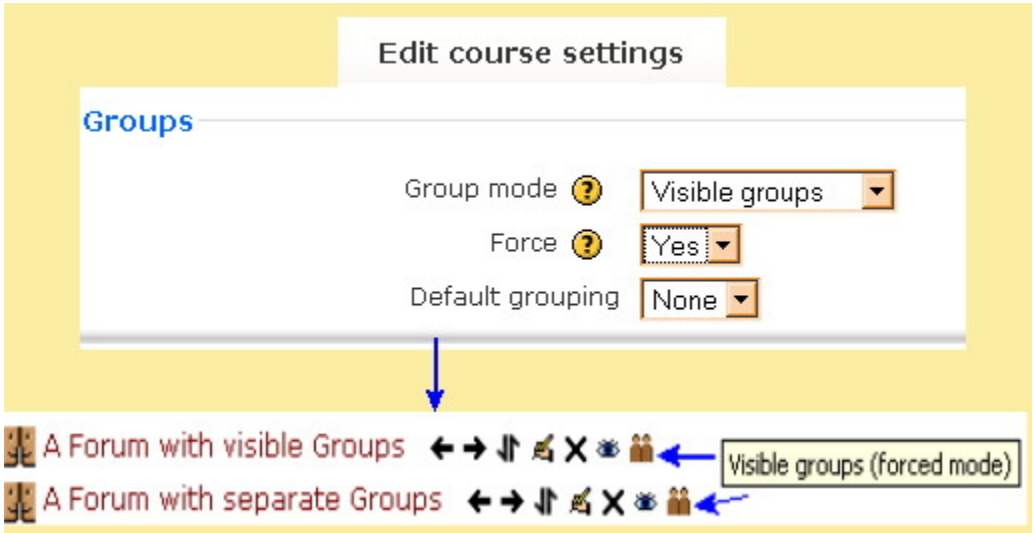
A group or grouping can be used on two levels:

- **Course level** - the group mode defined at the course level is the default mode for all activities defined within that course. This is determined in the course settings

- **Activity level** - each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the option to define the group mode for individual activities is not available.



AND



There are three group modes:

No groups

There are no sub groups, everyone is part of one big community.

Separate groups

Each group can only see their own group, others are invisible.

Visible groups

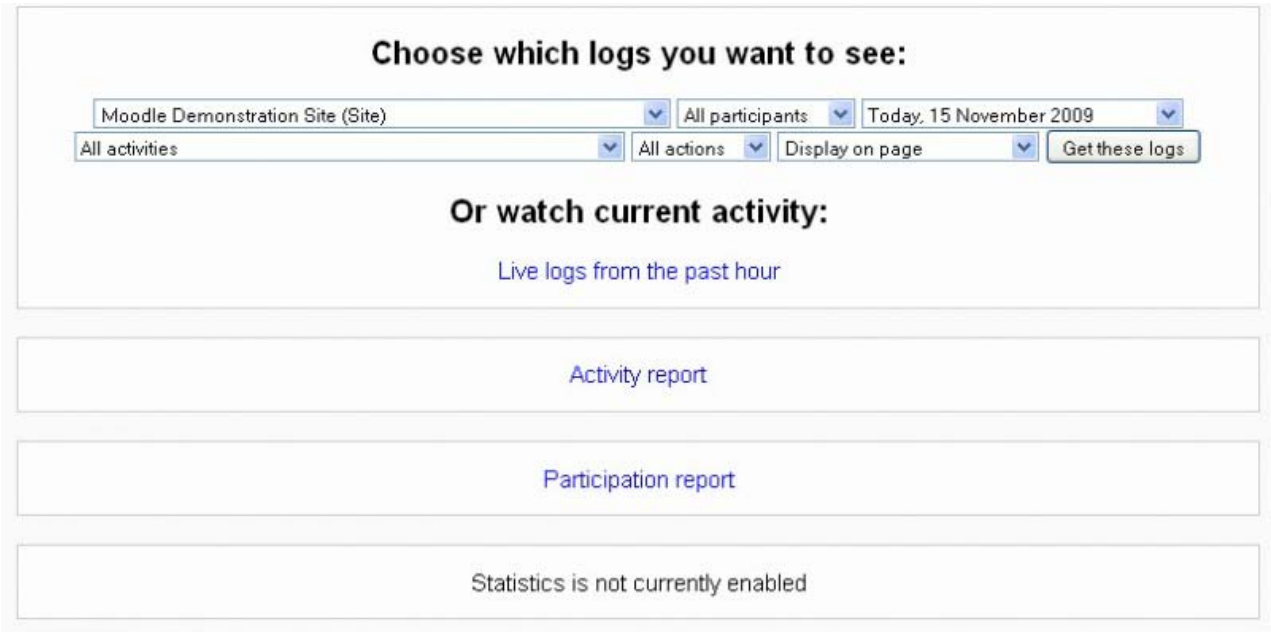
Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

Reports

The Report page allows the teacher or administrator to look at course/site logs and user activity reports. Reports can be found in the administration block. Site reports are available to users who have been assigned administrative role (privileges). This page will focus upon course reports, but both site and course reports are similar in the way they operate.

The displayed logs will show active links to other parts of the course. These include the user's profile, or a specific page in an activity or a link to a resource.

Teacher Opening Report page 1.9.6



Course logs

Course logs show activity within the course. It allows tutors to see what resources are being used and when. They can check to see if an individual student has viewed a specific resource or participated on a specific activity on a specific day.

Teacher Opening Report Filter page 1.9.6

Filter options

The filter works by selecting one or more options to narrow the search, then pressing the "Get these logs" button. Once entering the reports page, the filter remembers changes made to the options. Thus you can set up the filter and view the results as a display, then change the filter to download as a text file.

1. **Course filter**. The default is the current course. The teacher must have rights in the other courses.

2. **Participant filter**. The default is all users (participants). A pull down list of users allows selection of a specific user.

3. **Day filter**. The default is all days. A pull down list of days allows selection of a specific date.

4. **Activity filter**. The default is all activities. A pull down list can narrow the filter to one activity.

5. **Action filter**. The default is all actions. It is possible to limit the action to View, Update, Delete or All Changes.

6. **Display/download filter**. The default is to display the results of the filter. The Log can be downloaded as a Text (tabs separate fields), ODS, or Excel format.

7. **Get these logs button**. Every time a filter is changed, the teacher should click on this button to see results.

Example Report

Here is an example of log showing course activity on a specific day.

Moodle Features Demo: All participants, Sunday, 15 November 2009 (Server's local time)

Moodle Features Demo | All participants | Today, 15 November 2009
All activities | All actions | Display on page | Get these logs

Displaying 43 records

Time	IP Address	Full name	Action	Information
Sun 15 November 2009, 09:17 PM	69.205.10.60	Admin User	course report log	Moodle Features Demo
Sun 15 November 2009, 09:17 PM	69.205.10.60	Admin User	course report log	Moodle Features Demo
Sun 15 November 2009, 09:15 PM	94.75.91.226	Teacher Demo	course view	Moodle Features Demo
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	course view	Moodle Features Demo
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	assignment view all	
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	course view	Moodle Features Demo
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	chat view	A repeating chat
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	chat view all	
Sun 15 November 2009, 09:14 PM	94.75.91.226	Teacher Demo	course view	Moodle Features Demo

Features demonstration course display log for November 15, 2009. The report shows most recent activities at the top

Live logs from the past hour

This is a quick link in the middle of the initial Reports page. It shows all the activity in the last hour, with a single click. For an administrator on the site homepage, it calls up all site activity. A teacher in a course, will see just the activity for that course in the last hour.

Here is an example of a live log.

Live logs from the past hour

Displaying 25 records

Time	IP Address	Full name	Action	Information
Tue 5 September 2006, 01:33 AM	70.109.156.137	Teacher Demo	course report live	Moodle Features Demo
Tue 5 September 2006, 01:33 AM	128.173.54.50	Student Demo	resource view	How to install the Features
Tue 5 September 2006, 01:33 AM	128.173.54.50	Student Demo	course view	Moodle Features Demo
Tue 5 September 2006, 01:32 AM	128.173.54.50	Student Demo	hotpot view	3
Tue 5 September 2006, 01:32 AM	128.173.54.50	Student Demo	hotpot view	4
Tue 5 September 2006, 01:32 AM	128.173.54.50	Student Demo	hotpot view all	
Tue 5 September 2006, 01:32 AM	128.173.54.50	Student Demo	course view	Moodle Features Demo
Tue 5 September 2006, 01:30 AM	72.147.138.34	Admin User	calendar add	Test Results on Tuesady
Tue 5 September 2006, 01:30 AM	72.147.138.34	Admin User	forum view discussion	Linear Equations
Tue 5 September 2006, 01:29 AM	72.147.138.34	Admin User	course view	Moodle Features Demo
Tue 5 September 2006, 01:29 AM	72.147.138.34	Admin User	forum add discussion	Linear Equations
Tue 5 September 2006, 01:28 AM	72.147.138.34	Admin User	course view	Moodle Features Demo
Tue 5 September 2006, 01:25 AM	70.109.156.137	Teacher Demo	user view	Teacher Demo
Tue 5 September 2006, 01:25 AM	70.109.156.137	Teacher Demo	course report particip	4
Tue 5 September 2006, 01:18 AM	70.109.156.137	Teacher Demo	course report live	Moodle Features Demo