

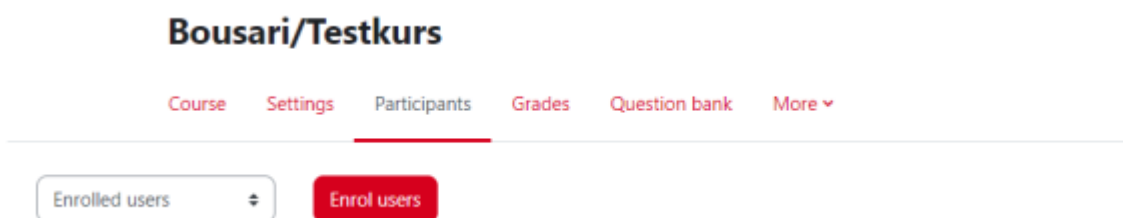
# List of participants

## Show the list of participants (teachers)

This displays a list of all participants:

In the course room in the course navigation click on „**Participants**“.

You will see the list of students and teachers enrolled in the course room (see also Roles). You can see if someone belongs to a „**Group**“. The „**Status**“ indicates whether the enrollment is still valid: „**Active**“ or has already expired: „**Inactive**“.

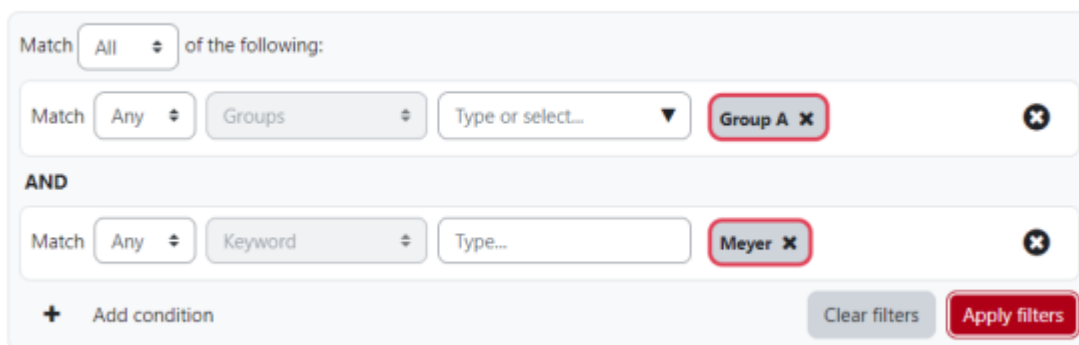


The list of participants can be filtered. Some possible filters are „**Keyword**“ (a name), „**Roles**“ (e.g. „**Student**“ or „**Teacher**“) or the „**Group**“.

Individual filters can be combined with a logical AND or OR operation.

**Example:** This search finds all participants in „**Group A**“ named „**Meyer**“.

### Enrolled users



1 participants found

## Show the list of participants (students)

Students see fewer columns in the participation list: Last name, first name, roles, groups if applicable.

## Download a list of participants

A list of all participants can be downloaded as an Excel or OpenOffice file, for example. The list contains a column with the „**ID number**“, which is the matriculation number.

1. Select all (or the desired) participants in the participant overview (by activating the checkbox).
2. At the bottom of the page „**With selected users...**“ select „**Download table data as**“ the desired format.

## Participant list with group membership

You can download a list of participants with details of the groups after grouping them by the activity „**Group Choice**“, e.g. as an Excel file.

1. From the dropdown menu select under „**Groups**“ the „**Overview**“.
2. Choose the desired „**Group**“ e.g. „**Group A**“.
3. Click on „**Download**“ in desired format e.g. „**Microsoft Exel**“.

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