

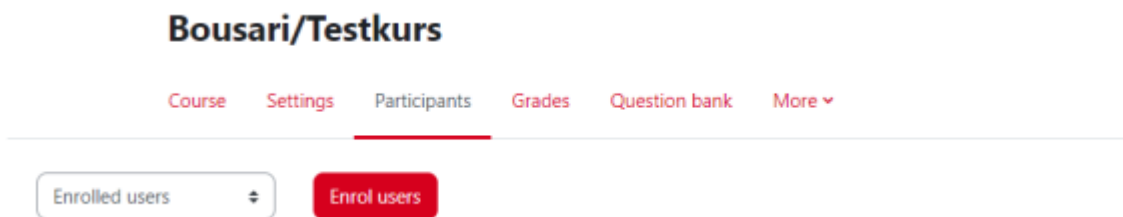
List of participants

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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