

Introduction to Moodle: Lesson 6

Participants, Activity Reports, Notes and Blogs

Most of the menus on the left side of the screen are fairly evident. The **Participants** menu has some functions that may not be immediately obvious, though. When you click on the Participants link in the menu, you will see a screen that shows all people, including yourself, who are registered in Moodle for your course. The names will appear in the order in which each last accessed the course on Moodle. If you prefer, you may sort the students alphabetically by clicking on “Surname” at the top of the list.



Computer Science 101P: An Introduction to Computers

Participants | Blogs | Notes

My courses: CS 101P | Inactive for more than: Select period | User list: Less | Current role: All

All participants: 4

(Accounts unused for more than 120 days are automatically unenrolled)

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](#)

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Dave Whisnant	Spartanburg	United States	now	<input type="checkbox"/>
	Bubba Doe	Spartanburg	United States	5 days 22 hours	<input type="checkbox"/>
	John Roe	Ashland	United States	59 mins 25 secs	<input type="checkbox"/>
	Jane Doe	Spartanburg	United States	8 days 22 hours	<input type="checkbox"/>

Select all | Deselect all | With selected users...

Sending Email Messages to Participants

When looking at the last time each person accessed the course in Moodle, you may notice that it has been some time since a couple of the students have worked with Moodle.

You decide to send the slack students an email to jog their memory. Select the students with whom you want to communicate by checking the box in the **Select** column. Then select **Add/send message** from the “With selected users” menu.

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](#)

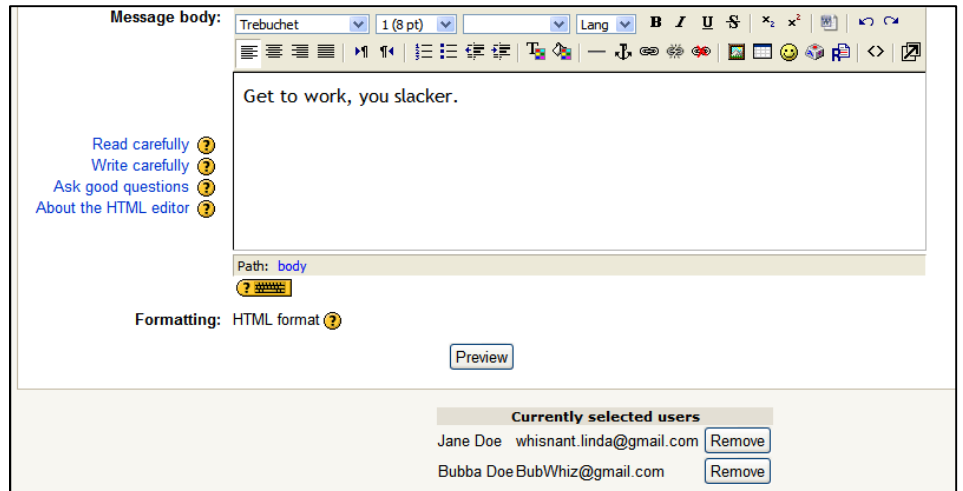
User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Dave Whisnant	Spartanburg	United States	now	<input type="checkbox"/>
	Bubba Doe	Spartanburg	United States	5 days 22 hours	<input checked="" type="checkbox"/>
	John Roe	Ashland	United States	59 mins 25 secs	<input type="checkbox"/>
	Jane Doe	Spartanburg	United States	8 days 22 hours	<input checked="" type="checkbox"/>

Select all | Deselect all | With selected users... | Add / send message

With selected users...
Add / send message
Add a new note
Add a common note
Extend enrolment (individual)
Extend enrolment (common)

You can enter the text of the message.

When you click on **Preview**, you will see a button on the next screen that prompts you to **Send** the message.



A Participant's Profile

To see Moodle's information about a participant, click on their name in the list of participants. This will show you their Moodle Profile.

User picture	First name / Surname
	Dave Whisnant
	Jane Doe
	Bubba Doe
	John Roe



You can see their email address, the other Moodle courses to which they have access, and the last time they accessed your course's Moodle page.

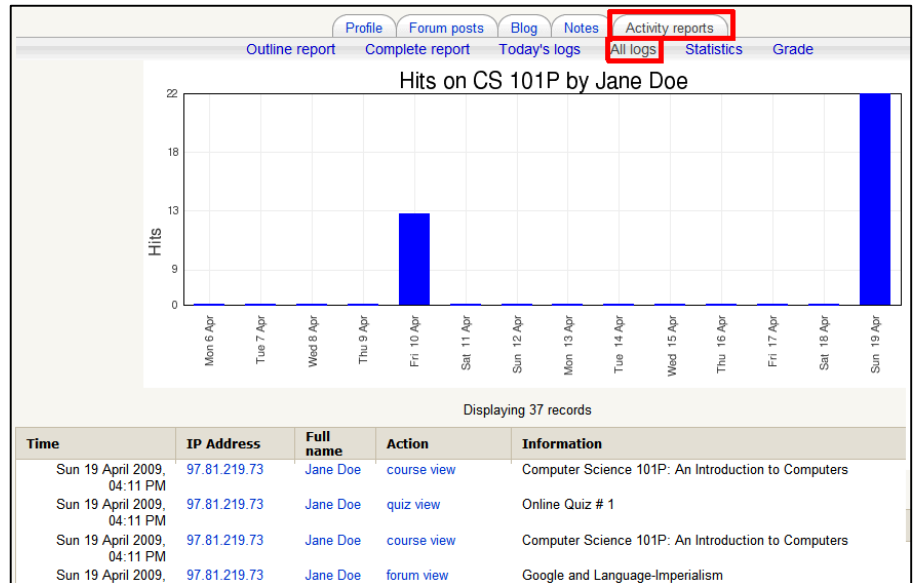
You also can log into Moodle as this person, which may be quick and convenient if you are talking to the student, or send them an email message.

Activity Reports

Moodle offers at least two ways of displaying how much a person has participated in the Moodle section of a course. One way is to click on **Activity Reports** in their profile.

Suppose you are interested in how much and in which way Jane Doe has participated. Click on the **Activity Reports** tab.

You can see a variety of reports on her activity – for example **All logs**, which plots her activity over time and lists details of what she did.



We will cover an alternate way of getting this information, Reports, in another lesson.

Notes

A useful feature of Moodle is the ability to leave yourself or other teachers electronic notes about a student. To leave a note, click on the **Notes** tab in his or her profile.

To leave a note that only you¹ can see, click on **Add a new note** under “Personal notes.”

After you have entered the note, it will be displayed under personal notes in the student’s profile.

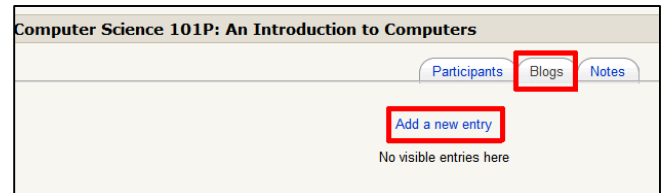
¹ As opposed to other teachers – students do not have access to these notes.

A Course Blog

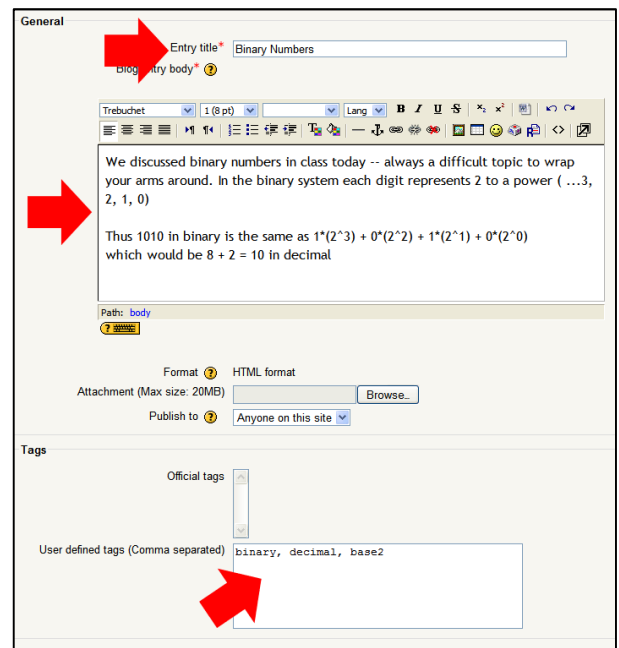
“The word ‘blog’ is a contraction of ‘web log.’ Blogs are a form of online journal used by millions of people around the world for self-expression and communicating with family and friends. Blogs are usually organized as a chronological series of postings created by the author of the blog. Blogs usually are written by one person, although some blogs can be authored by groups of people.”² Teachers and students all can contribute to a blog in Moodle.

If you like, you can use a course blog as a means of communicating with students – to post your thoughts after a lecture or an exam, for example.

Select the **Blogs** tab and then click on **Add a new entry**.



Adding a blog entry is similar to other text entry in Moodle.



The only difference is that you can enter tags for your blog entry to make it easy to find. Other blog users can search for entries by tag.

² <http://docs.moodle.org/en/blog/index>

If you are going to use a blog in the course, it is a good idea to add a **Blog Menu** to the right column. We saw how to make entries in the right column in the first lesson on developing a Home Page.

Clicking on **View course entries** in the Blog Menu will display the most recent blog entries.

Computer Science 101P: An Introduction to Computers

Participants Blogs Notes

[Add a new entry](#)

Binary Numbers
by [Dave Whisnant](#) - Sunday, 19 April 2009, 05:37 PM

Anyone on this site

We discussed binary numbers in class today -- always a difficult topic to wrap your arms around. In the binary system each digit represents 2 to a power (...3, 2, 1, 0)

Thus 1010 in binary is the same as $1 \cdot (2^3) + 0 \cdot (2^2) + 1 \cdot (2^1) + 0 \cdot (2^0)$ which would be $8 + 2 = 10$ in decimal

Tags: [binary](#), [decimal](#), [base2](#)

[Edit](#) | [Delete](#) | [Permalink](#)

Blog Menu

- [Add a new entry](#)
- [View my entries](#)
- [Blog preferences](#)
- [View course entries](#)
- [View site entries](#)

Blog Tags

[base2](#) [binary](#) [decimal](#)

Calendar

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Events Key

- Global
- Course
- Group
- User

Latest News

[Add a new topic...](#)

8 Apr, 16:00
[Dave Whisnant](#)
[Google's Servers more...](#)
[Older topics ...](#)

Blog Menu

- [Add a new entry](#)
- [View my entries](#)
- [Blog preferences](#)
- [View course entries](#)
- [View site entries](#)

Upcoming Events