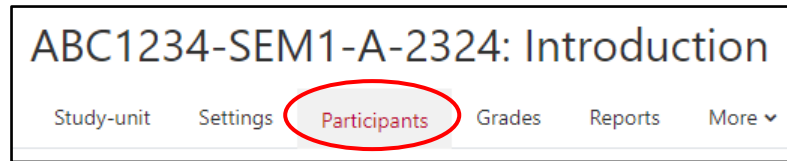


## Viewing the participants list of a VLE area

To view the students and tutors enrolled in a VLE area:

1. Click **Participants** from the tabular menu at the top of the page.



This will display the participants enrolled on the VLE area (shown below). If the participants enrolled on the VLE area amount to more than 20, they will be listed in sets of 20 participants per page. You can click the *Show all xx* link available at the bottom of the page.

ABC1234-SEM1-A-2324: Introduction

Study-unit Settings **Participants** Grades Reports More ▾

Enrolled users ▾

**Enrolled users**

Match Any ▾ Select ▾

+ Add condition Clear filters Apply filters

11 participants found

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

Last 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

<input type="checkbox"/>	First name / Last name	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Dummy Student	dstu0001	dstu0001@um.edu.mt	Student	No groups	3 hours 31 mins	Active
<input type="checkbox"/>	Dummy Student 10	dstu0010	dstu0001+10@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 2	dstu0002	dstu0001+2@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 3	dstu0003	dstu0001+3@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 4	dstu0004	dstu0001+4@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 5	dstu0005	dstu0001+5@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 6	dstu0006	dstu0001+6@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 7	dstu0007	dstu0001+7@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 8	dstu0008	dstu0001+8@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Student 9	dstu0009	dstu0001+9@um.edu.mt	Student	No groups	Never	Active
<input type="checkbox"/>	Dummy Tutor	dtut1	dummy.tutor@um.edu.mt	Tutor	No groups	now	Active

With selected users... Choose... ▾

2. Within the *Match* setting, leave the first drop-down menu as **Any**.
3. From the **Select** drop-down menu, choose **Roles**. A third drop-down menu is displayed.
  - a. Select **Student** from the drop-down menu to view a list of students.
  - b. Select **Tutor** from the drop-down menu to view a list of tutor/s.
4. Click the **Apply filters** button.
5. Click the **Clear filters** button to remove any applied filters and view all participants again.