

Moodle

Course Participants List

VIRTUALTAU
פדגוגיה דיגיטלית
אוניברסיטת תל אביב



1

On the course site, if there is no menu on the right side: click on the button in the upper right corner to open the menu.

The screenshot shows a course site interface. At the top, there is a dark navigation bar with links: Home, Courses, Academic staff - info, Students - info, Tel Aviv University, Personal Information, and Computer Services. Below this is a sidebar menu with various options: Backup, Restore, Import, Question bank, Recycle bin, Download course files, Additional course details, More..., Demo Course Site (highlighted), Make course not available, Participants (highlighted), Badges, Competencies, Grades, and Dashboard. The main content area features the Virtual TAU logo and text: 'Web-Supported Academic Ins'. Below this is a section titled 'Demo Course Site' with a breadcrumb trail: Dashboard / My courses / Information Technology & Computing Division / Virtual TAU. Further down, there is a 'Lecturer Messages' section and a list of topics: Topic 1, Topic 2, Topic 3, and Topic 4.

2

Click on the Participants link

The list of participants registered to the course will now be displayed.

You may filter the list based on role (students, teaching assistants, etc.) or search by name (first name or last name)

The screenshot shows the 'Participants' page in Moodle. At the top, there is a search bar labeled 'Search keyword or select filter' which is highlighted with a red box. Below it, there are filters for 'First name' and 'Surname', each with an 'All' button and a row of letters A-Z. The main content is a table with columns: 'First name / Surname', 'Email address', 'Department', 'Roles', 'Groups', and 'Last ac'. The table lists four participants: 'Madrich 2', 'Stu A', 'Stu B', and 'Stu C', all with the role of 'Student' and 'No groups'. At the bottom, there is an 'Export course students' section with a dropdown menu and a 'Download' button. The dropdown menu is open, showing options: 'Comma separated values (.csv)', 'Comma separated values (.csv)', 'Microsoft Excel (.xlsx)', 'HTML table', 'Javascript Object Notation (.json)', 'OpenDocument (.ods)', and 'Portable Document Format (.pdf)'. The 'Microsoft Excel (.xlsx)' option is highlighted with a blue bar and a red arrow. The 'Download' button is also highlighted with a red box.

First name / Surname	Email address	Department	Roles	Groups	Last ac
<input type="checkbox"/> Madrich 2	VT0000004@nomail.tau.ac.il		Student	No groups	
<input type="checkbox"/> Stu A	VT0000001@nomail.tau.ac.il		Student	No groups	
<input type="checkbox"/> Stu B	VT0000002@nomail.tau.ac.il		Student	No groups	
<input type="checkbox"/> Stu C	VT0000003@nomail.tau.ac.il		Student	No groups	

Downloading the participants list in Excel:

At the bottom of the chart, in the “Export course students” field, choose “Microsoft Excel (.xlsx)”, then click “Download”.

Note that students registered to the course automatically appear in the course’s Moodle site

- Moodle updates a day after registration is updated in the University system
- If a student does not appear on the course site, they should contact the Department Secretary

Contact Us

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