View participants / students in your class

Select Participants in the Navigation block

If separate groups have been created for the different classes for the unit the menus at the top of the list of Participants will contain a “Separate groups” pull-down menu

If there are no Separate groups all participants in the unit will be listed

- select your class from the menu,
- change **Current role** to Student and hit Enter

A list of the students who are in the Group for your class (or your unit) will be listed
If you need to alter the members of the Group see the instructions on http://our.murdoch.edu.au/CUTL/LMS/TNE-Help/ for Add/remove students from a group.

**Email a specific student**

Select the email icon to the right of a student’s name.

An email window will open and you can compose and send your message via your email client.

**Email some or all students in your class**

Either select the students to be contacted or click **Select all**.

Choose **Send an email** from the drop-down menu.

An email window will open and you can compose and send your message via your email client.

**Check when a student last accessed your unit**

- locate the student from the list of Participants
- scroll the table across to the right
- the time since the student last accessed the site will be listed under the **Last access** column

**NOTE:** The last accessed times found on the **Enrolled users** page (Administration panel > Users > Enrolled users) show when a specific user last accessed the entire LMS system (Not the unit).