HOW TO SEND A MESSAGE IN MOODLE

1. Start Point: logged into MOODLE and in a course:
   a. In the NAVIGATION block click on My courses.
   b. Click on Participants.

2. From the Participants Index Page:
   a. Click on the drop arrow to select Teacher role to display the course instructor.

3. The Participants Index Page will display the course instructors name.
4. To continue:
   a. Under Select, Check the box.
   b. In the - With selected users field - Select - Send a message.

5. The page will then automatically redirect and the message text editor will appear.
   a. Type in your message in the Message body area.
   b. Click Preview to Continue.

6. Preview your message:
   a. Click on Send message to continue.
7. A confirmation notice will appear, "Selected users have been messaged".
   a. Click on Back to participant list to continue messaging.

   ![Selected users have been messaged and the recipient list has been reset.
   Back to participants list](image)

   b. Or click on your course title in the Navigation Block to exit messaging and return to your course homepage.

   ![Navigation Block with course title highlighted](image)

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