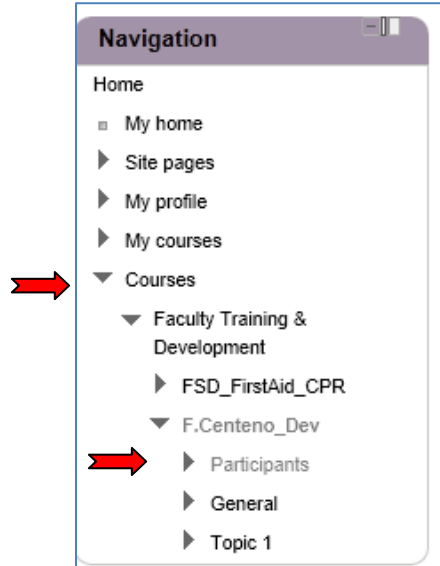


HOW TO SEND A MESSAGE IN MOODLE

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.

The screenshot shows the Moodle Participants Index Page. The 'Current role' dropdown is set to 'All participants', indicated by a red arrow. The page displays 'All participants: 1' and a table with one user entry.

User picture	First name ↓ / Surname	City/town	Country
	Frank Centeno	Los Angeles	United States

3. The Participants Index Page will display the course instructors name.

The screenshot shows the Moodle Participants Index Page. The 'Current role' dropdown is set to 'Teacher', indicated by a red arrow. The page displays 'Users with the role "Teacher": 1', also indicated by a red arrow. The table below shows the instructor's name.

User picture	First name ↓ / Surname	City/town	Country
	Frank Centeno	Los Angeles	United States

4. To continue:
 - a. Under Select, Check the box.
 - b. In the - With selected users field - Select - Send a message.

Current role
Teacher

Users with the role "Teacher": 1

First name : AIIABCEFGHIJKLMNOPQRSTUVWXYZ
Surname : AIIABCEFGHIJKLMNOPQRSTUVWXYZ

User picture	First name / Surname	Email address	City/town	Country	Last access ↑	Select
	Frank Centeno	cntnofrnk@yahoo.com	Los Angeles	United States	2 secs	<input checked="" type="checkbox"/>

Select all Deselect all With selected users... 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.

Message body:

Font family Font size Paragraph

B U ABC x₂ x₃ [List] [Align] [Indent] [Outdent] [Link] [Unlink] [Image] [Table] [HTML]

This is a test

Formatting: HTML format

Path: p

Preview

Currently selected users
Frank Centeno cntnofrnk@yahoo.com Remove

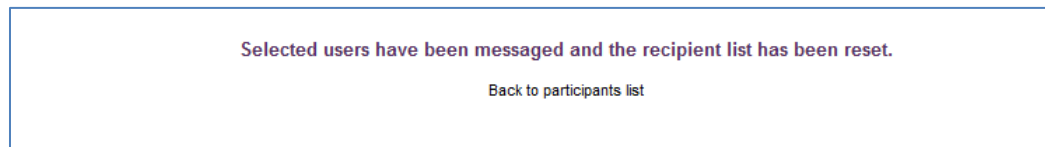
6. Preview your message:
 - a. Click on Send message to continue.

HTML format preview

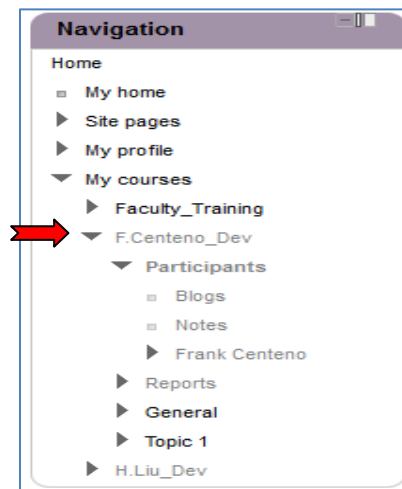
This is a test

Send message Update

7. A confirmation notice will appear, "Selected users have been messaged".
 - a. Click on Back to participant list to continue messaging.



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



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