

How to send messages through the participants block

1. Click "Participants" within the "People" block located on the left hand side of your class



2. Scroll to the bottom and click the "Select all" button.

name	City/town	Country	Last access ↑	Select
	Douglas	United States	10 hours 10 mins	<input type="checkbox"/>
n	Casper	United States	10 hours 20 mins	<input type="checkbox"/>
	casper	United States	10 hours 41 mins	<input type="checkbox"/>
	casper	United States	12 hours 27 mins	<input type="checkbox"/>
	Casper	United States	15 hours 38 mins	<input type="checkbox"/>
s	Etna	United States	19 hours 51 mins	<input type="checkbox"/>
	casper	United States	21 hours 39 mins	<input type="checkbox"/>
	douglas	United States	1 day 10 hours	<input type="checkbox"/>
	Casper	United States	1 day 11 hours	<input type="checkbox"/>
il	Cheyenne	United States	1 day 12 hours	<input type="checkbox"/>
			1 day 12 hours	<input type="checkbox"/>
	Casper	United States	2 days 8 hours	<input type="checkbox"/>
	Casper	United States	2 days 9 hours	<input type="checkbox"/>
	Casper	United States	2 days 17 hours	<input type="checkbox"/>
			3 days 21 hours	<input type="checkbox"/>
			13 days 13 hours	<input type="checkbox"/>
			Never	<input type="checkbox"/>

- After you have selected the students that you want to send the message to, click the action drop down button located to the right of the "Select or Deselect" buttons.

	Douglas	United States	10 hours 10 mins	<input checked="" type="checkbox"/>
on	Casper	United States	10 hours 20 mins	<input checked="" type="checkbox"/>
	casper	United States	10 hours 41 mins	<input checked="" type="checkbox"/>
	casper	United States	12 hours 27 mins	<input checked="" type="checkbox"/>
	Casper	United States	15 hours 38 mins	<input checked="" type="checkbox"/>
s	Etna	United States	19 hours 51 mins	<input checked="" type="checkbox"/>
	casper	United States	21 hours 39 mins	<input checked="" type="checkbox"/>
	douglas	United States	1 day 10 hours	<input checked="" type="checkbox"/>
	Casper	United States	1 day 11 hours	<input checked="" type="checkbox"/>
eil	Cheyenne	United States	1 day 12 hours	<input checked="" type="checkbox"/>
			1 day 12 hours	<input checked="" type="checkbox"/>
	Casper	United States	2 days 8 hours	<input checked="" type="checkbox"/>
	Casper	United States	2 days 9 hours	<input checked="" type="checkbox"/>
	Casper	United States	2 days 17 hours	<input checked="" type="checkbox"/>
			3 days 21 hours	<input checked="" type="checkbox"/>
			4 days 13 hours	<input checked="" type="checkbox"/>
			er	<input checked="" type="checkbox"/>

With selected users...
 Add / send message
 Add a new note
 Add a common note
 Extend enrolment (individual)
 Extend enrolment (common)
 With selected users...

- Click the "Add/Send message" to create and send a message to the selected students.

Message course users - Mozilla Firefox

https://moodlelme.caspercollege.edu/user/action_redir.php

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Font Size ++ Background Color Font Arial Tahoma Comic Trebuchet

Keep searching, or use the form below to send a message to the selected students

Message body:

hello

Read carefully Write carefully Ask good questions About the HTML editor

Path: 7 3 min

Formatting: HTML format Preview

Currently selected users

Lauren Menter	lmenter@my.caspercollege.edu	Remove
Heather Robinson	hrobinson@caspercollege.edu	Remove
Danielle Elliott	delliott@my.caspercollege.edu	Remove
Joey Fischer	fischerj@my.caspercollege.edu	Remove
Karrine Bell	bellk8136@my.caspercollege.edu	Remove
Chandra Roberts	robertsc@my.caspercollege.edu	Remove

5. Click preview to send or update message

HTML Format Preview

hello

