

## Delete Messages or Students from Messages Window

You can delete an entire conversation (all messages) from an individual student or delete specific messages from an individual student.

Deleting a conversation (all messages) from a former student can be helpful especially if done before a new semester begins. Doing this for all former students helps clear out your message area so you only see conversations with new students when a new semester begins.

To delete an entire conversation with a specific person (all messages):

1. Click the student's name in the messages area to open the conversations made with that person
2. Click the "More" dotted symbol (see example at the right)
3. Choose "Delete conversation" from the drop-down

To delete specific messages from an individual:

1. Click the student's name in the messages area to open the conversations made with that person
2. Click the checkmark circle beside individual messages to select or deselect the messages you want to delete.
3. Scroll to the bottom of the window and click the Trashcan icon to delete the selected messages.

February 24

**Garrison Ure** 10:07

Hi Pam - I'm writing you a simple message per the first activity. Hope this message finds you well. Take care, G

February 25

07:27

Here is a reply so you can see how the Messages feature works in Moodle. Let me know if you have any questions as you complete your training. Pam

Trashcan icon at bottom of window deletes selected messages.

