

Using the Messages feature in Open LMS / Moodle

Different ways to open the Messages window

Donald Duck
Log out

Courses

Business Principles. Pam Denney. Full Term
Course grade: 84
Progress: 3 / 165 2%

English Composition and Rhetoric I. Rosemary Baxter. Full Term
Progress: 0 / 10

MOST 1200 - MoodleRooms Orientation Student Training

Deadlines

Chapter 9 Assignment
Business Principles. Pam Denney. Full Term
Sunday, November 12, 11:55 PM
Not Submitted

Chapter 9 Quiz
Business Principles. Pam Denney. Full Term
Sunday, November 12, 11:55 PM
Not attempted

Messages

Corey Blais
Hello Pam. I am sending this message as per your insi
2 days 12 hours ago

Candace Abrams
Hi Pam, Thank you for this tutorial it is very helpful! ha
2 days 20 hours ago

Andriel Brice
This is a third new message.
44 days 15 hours ago

View more

View my messages

On your My Courses page, the Messages window shows unread and recent messages sent to you. Click one to read the message and reply to it.

Clicking **View my messages** opens the Messages window to see all messages to/from you.

Clarendon COLLEGE

Home / My Courses

BUSINESS COMPUTER APPLICATIONS. Denney, Pam. Full Term

Change cover image

My Courses

When you are logged into one of your courses, this icon shows how many **unread** messages you have. Clicking the icon opens the Messages window to read those messages.

If there is no number, it indicates you have NO unread messages. However, you can still click on the icon to open the Messages window.

Course Dashboard

Pam Denney

Progress

Grade

Open Grader

Gradebook

6 Participants

Open Reports

Message

You can use the Participants feature to send a message. Click person's name, then click

Class List

Instructor (T)

Wiley Coyote

Hoyt Devries

John Green

Mickey Mouse

If you enabled the Class List block on your Course Dashboard, you can click the icon beside anyone in your class to open the Messages window and send a message to that person.

The remaining pages show what the Messages window looks like and how to use it.

The Messages window

This circled number indicates an unread message. Clicking on any of the names in the left screen opens the full messages on the right screen that are from that person along with all of your replies to that person.

Indicates whether the person is currently on or off line in Moodlerooms.

Click **My Courses** to exit out of the Messages window.

Message example.

Your messages are highlighted.

Send button.

To send a new reply to the person you clicked on, scroll to the very bottom of the screen.

Note: The reply window can be a LONG way below the last message. SCROLL, SCROLL, SCROLL!

Other options in the Messages window

Search for a specific person.

The Settings gear icon opens the Settings choices below

DO NOT choose My contacts only.

You may want to enable getting notifications of new messages by Email.

Enabling this choice means you don't have to click the "Send" button when ready to send a message. (*Don't enable if you sometimes send multiple paragraphs.*)

The screenshot shows the Messages window interface. On the left, there's a search bar and a list of contacts. The 'Private' section is expanded, showing messages from Candace Abrams, Corey Blais, and Andriel Brice. On the right, the 'Settings' panel is open, showing options for Privacy, Notification preferences, and General. Annotations point to specific features: the search bar, the gear icon for settings, the 'My contacts only' option (with a warning not to choose it), the 'Activity stream' and 'Email' notification options, and the 'Use enter to send' option (with a note about enabling it).

Messages sections in left pane

There are 3 sections in the Messages window where student messages can be organized: **Starred**, **Group**, and **Private**.

The **Starred** section is a good place to move conversations from certain students. One good purpose of this is to move conversations from your current students to this section to keep them separated from conversations from former students in the Private section.

The **Group** section is only used by those instructors who [set students up in groups](#) first. A good example of its use with messaging is if students are working on group projects and you want only those in a group to message each other. Another example is if you want to separate conversations between dual credit students and other college students.

Default place where new messages appear is the **Private** section. The list is sorted by the most recent messages.

However, you will also see ALL students you have had messages with, including former students.

If you don't want to see former students you can

- [delete former students from the Private section](#)
- [move current students into the Starred section.](#)

Move current students into the Starred section.

Doing this is one method to keep your current student messages separated from former students.

With a student's conversation showing in the right pane, click the 3 dots icon and choose to **Star conversation**.

To see those messages, click the **Starred** section.

To remove those student messages at the end of a semester, click the student's name to show that student's conversation in the right pane. Then click the 3 dots icon and choose to **Unstar conversation**.

