Separate former students from current students in the Messages window
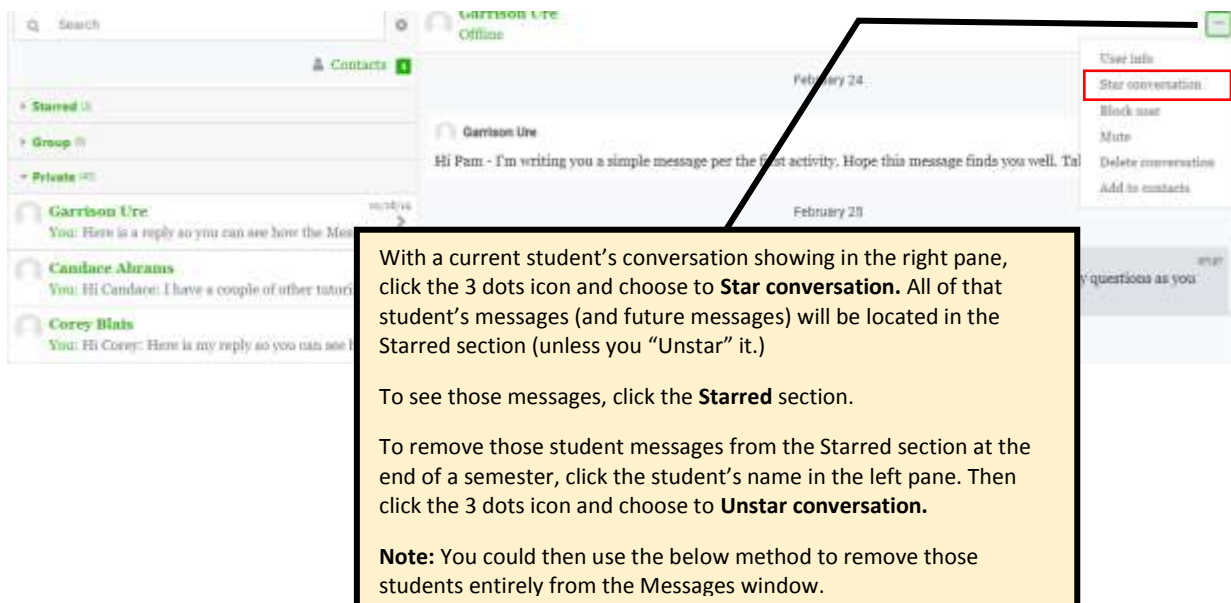
The one downside to the Moodlerooms messaging feature is that all messages from all students you have ever had are listed. (Please note on the positive side that messages are sorted by most recent.)

Two suggestions to help you if this is a problem for you.

- Move current students to a separate Messages section called **Starred**.
- Delete former students from **Private** section.

Move current students into the Starred section.

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

With a current student's conversation showing in the right pane, click the 3 dots icon and choose to **Star conversation.** All of that student's messages (and future messages) will be located in the Starred section (unless you "Unstar" it.)
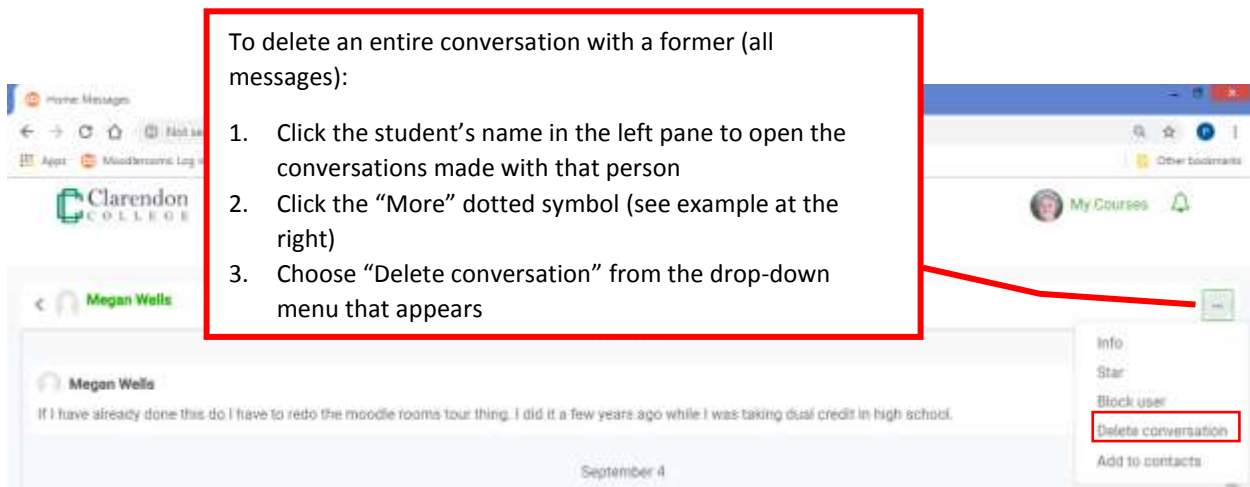
To see those messages, click the **Starred** section.

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

Note: You could then use the below method to remove those students entirely from the Messages window.

Delete former students from Private section

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 former (all messages):

1. Click the student's name in the left pane 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 menu that appears