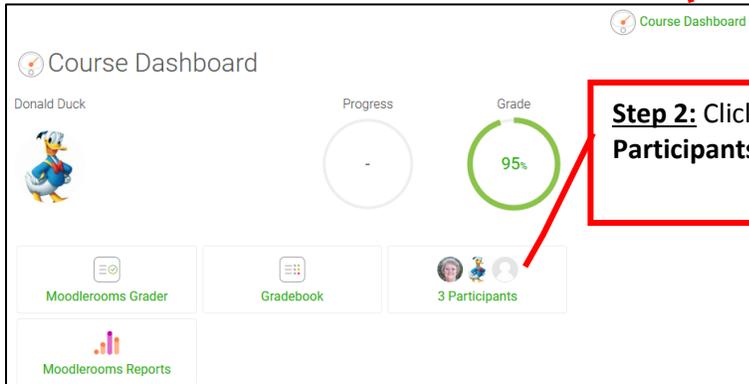
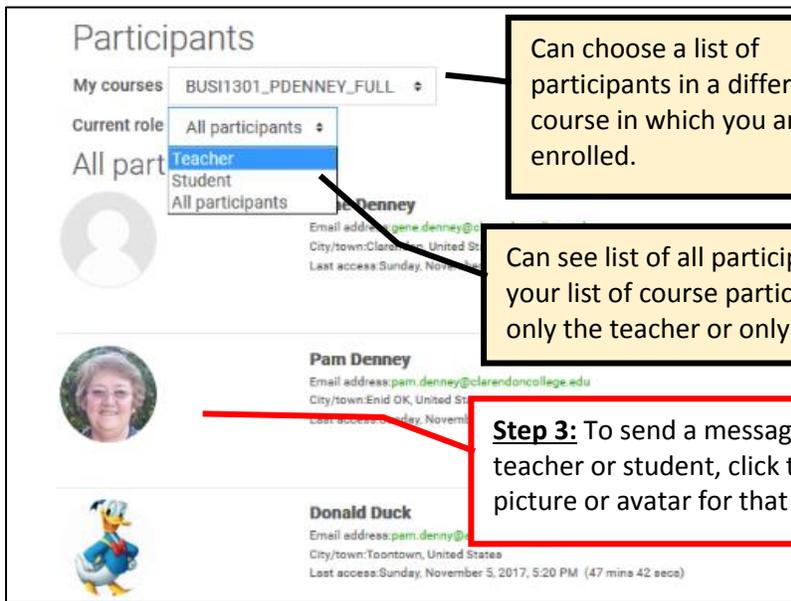


Send a message to a person in one of your classes for the first time.

Step 1: Click **Course Dashboard** located below the CONTENTS area.



Step 2: Click the **Participants** feature.



Can choose a list of participants in a different course in which you are enrolled.

Can see list of all participants or filter your list of course participants to only the teacher or only the students.

Step 3: To send a message to the teacher or student, click the profile picture or avatar for that person.



Step 4: Click **Message**.



Step 5: Write message here.

Step 6: Click **Send**

After sending a message, these options appear:

- Go back to My Courses page
- Delete selected messages or all messages sent to the person.

The screenshot displays the Clarendon College messaging interface. On the left, a sidebar lists contacts: Pam Denney (with a message preview) and Rosemary Baxter. The main area shows a conversation with Pam Denney, who is offline. Two messages are visible: "Hi I don't have any idea what is going on" (9:45 AM) and "Hello, I have just started this course." (6:22 PM). A red box highlights the "My Courses" link in the top right corner. Another red box highlights the "Edit" button next to the messages. A third red box highlights the "Delete selected messages" button at the bottom of the screen. A yellow box highlights the "Delete all" button in the top left of the message list. A fourth yellow box highlights the "Delete selected messages" button in the bottom right of the message list. A fifth yellow box highlights the "Delete selected messages" button in the bottom right of the screen.

Click **My Courses** to return to the My Courses page.

To delete a message, click **Edit**. Next, click the message to delete, then the **Delete selected messages** button.

Can delete all messages to the person.

Delete selected messages button.

Other methods to send/receive messages on the following pages



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 0%

MOST 1200 - MoodleRooms Orientation Student Training
Progress: 0 / 33 0%

Deadlines

View my calendar

From the **My Courses** page, click **View my messages** to go to the Messages dialog box to see ALL messages from all of your classes to and from you.

Industrial Automation. Lance Porter

Intr Prog

Therapy I. Russell
0%

Shows all unread messages from all of your classes. Click on one to view entire message.

Chapter 10 Assignment

Messages

View my messages

Pam Denney
Message 1:
This is a message sent to all student...
13 hours 26 mins ago

Pam Denney
Welcome to your BUSI 1301 class. If...
1 day 2 hours ago

Messages dialog box

Click **My Courses** to get out of Messages dialog box.

Click **Edit** to have options to delete messages.

Can click on another person's name to see messages from that person or messages you have sent to that person.

Example of a message from you to the person.

Example of a message from the person to you.

Search messages

- Pam Denney
Message 1: This is a ...
- Jocelyn Lasley
Hello students!J... 2
- Lyndal Gillen
Just practicing. 1

Donald:
Please submit Assignment 5 soon. It is due in one day.

Pam Denney
Hi teacher

Write a message...

Send

Click here to write a message back to the selected person.

Click **Send** when finished writing the message.

Some instructors may have activated the Messages block located on the Course Dashboard.

Course Dashboard

Donald Duck



Progress



Grade



Course Dashboard

Click **Course Dashboard** to see the Messages block.

Moodlerooms Grader

Gradebook

29 Participants

Moodlerooms Reports

Messages block appears here on the Course Dashboard.

Messages

- Pam Denney
- Becky Green
- Lyndal Gillen
- Jocelyn Lasley

- 3
- 1
- 1
- 2

These are your unread messages. Click here to see messages sent to you from selected person.

Click to see **Messages dialog box** containing ALL messages. It is the same dialog box as the one accessed from the Messages area on the My Courses page.



Home / My courses / MOST 1200 / How to use Moodle / How to navigate in a Moodle course

Can click a **breadcrumb** to go back to a specific section or activity in the course.

Can click **My Courses** to switch to a different course or log out.

My Courses

MOST 1200 - MoodleRooms Orientation Student Training

Click course name to go back to the home screen of the course.