Using the Messages feature in Open LMS / Moodle

Donald Duck
Log out

CLOSE

Courses

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

English Composi
Rosemary Baxter
Progress: 0 / 10

Industrial Automation. Lance Porter

Intro to Moodle for Online Instructors
Progress: 0 / 17   0%

Nutrition and Diet Therapy I. Russell Estlack. Full Term
Progress: 0 / 80   0%

Deadlines   View my calendar

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 inst
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 sent to/from you.

Clarendon COLLEGE

My Courses

Change cover image

> 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

Progress   Grade
-                    -

Open Grader   Gradebook   6 Participants

Open Reports

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

Class List

Instructor (T)
Wiley Coyote
Hoyt Devries
John Green
Mickey Mouse

> If your instructor 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 next page shows what the Messages window looks like and how to use it.

The Messages window

This highlighted 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.

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

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

Send button.

My Courses

▸ Starred (3)
▸ Group (0)
▾ Private (45)

Corey Blais   08:16
You: Hi Corey: Here is my reply so you can see how ...

Candace Abrams   08/13/20
Hi Pam, Thank you for this tutorial it is very help...

Andriel Brice   07/2/20
This is a third new message.

Tex Buckhaults   04/30/19
Hello Pam, I found a few minutes to look at the cou...

Candace Abrams
Offline

August 13

Candace Abrams
Hi Pam,
Thank you for this tutorial it is very helpful! have a wonderful day

August 16

Hi Candace:
I have a couple of other tutorials available if you find yourself needing to teach a course
interested in experimenting with a pretend course as the instructor, let me know. It onl
for you. The main thing it does is give you an opportunity to practice grading the different types of assignments, forums, and quizzes.
Pam

Write a message...