

Navigation

Dashboard

- ▶ Site pages
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 - ▼ **ACT-3367-1 (CRN: 11)**
 - ▶ **Participants**
 - ▶ Badges
 - ▶ General
 - ▶ 1 September - 7 September
 - ▶ 8 September - 14 September
 - ▶ 15 September - 21 September
 - ▶ 22 September - 28 September
 - ▶ 29 September - 5 October



1 September

8 September

15 September

Step 1

Find the 'Navigation' block on the left hand side.

Click '**Participants**' to see all of the people in the course.

Messaging



Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 2

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	Surname / First name	Email address	Student/Staff ID	Username	Roles	Groups	Last access to course	Status
<input type="checkbox"/>					Teacher	Pukunui Groups	5 days 5 hours	Active 1
<input type="checkbox"/>					Student	No groups	Never	Suspended 1

Select all Deselect all ?

With selected users...

Choose...

Step 2

You will see a list of all participants, including your teacher

Click the name of the person you would like to send a message to.

Participants



No filters applied

Search keyword or select filter ▼

Number of participants: 2

First name

Surname

Select	Surname / First name	Email address	Student/Staff	ID	Username	Roles	Groups	Last access to course	Status
<input checked="" type="checkbox"/>	 [Name]	[Email]	Teacher	[ID]	[Username]	Teacher	Pukunui Groups	5 days 5 hours	Active
<input type="checkbox"/>	 [Name]	[Email]	Student	[ID]	[Username]	Student	No groups	Never	Suspended

Select all Deselect all

With selected users...

- Choose...
- Send a message
- Add a new note
- Download table data as
 - Comma separated values (.csv)
 - Microsoft Excel (.xlsx)
 - HTML table
 - Javascript Object Notation (.json)
 - OpenDocument (.ods)

Step 3

You will see the profile of that person, their roles and courses they are enrolled in.

Notice the pathway that shows you where you are in the system – they are called ‘Breadcrumbs’

You can send a message within Moodle, if you wish to send a Private message.

Click **‘Message’**.

Send message to 1 person

Send message to 1 person

Cancel

Step 4

Type your message (check the content, grammar and spelling before you send it)

Click **‘Send message’**.

Messaging

Message sent to 1 person ×

Step 5

Once the Message is sent, you will see the record of your conversation immediately.