

How to Create a Moodle Course Staff Quick Guide

Advanced | Send message to all students in your class

INDV	igation
✓ Da	ashboard
*	Site home
>	Site pages
~	Courses
	 Term 1, 2019-2020
	\checkmark
	BUS-1103-4.2019
	09 (CRN: 25)
	> Participants
	Badges
	Competencies
	III Grades
	Ownload
	center

Participants												
No filters applied						Enrol users						
Search keyword or select filter												
Number of participants: 28												
First name All A B C D E F G H I J K L M	N O P Q F	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									
	1 2	»										
Surname / First name Email address	Student/Staff ID —	Username	Roles	Groups	Last access to course	Status						
			Student 🖋	No groups	Never	Active						
			Teacher 🖋	No groups	10 days 7 hours	Active						
			Student 🖋	No groups	Never	Active 1						
			Student 🖋	No groups	Never	Active 1						
	1 2	»										
Show all 28												
Select all 28 users Vith selected users Choose		\$										

Step 1

Choose **'Participants'** under my Course in the **"Navigation"** block.

Step 2

Click **'Select all users'** at the bottom of the page to choose students who receive the message.

If you want to send an individual message, click on the button next to the student's name.



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	✓ 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)
	Portable Document Format (.pdf)
With selected users	Choose +

Student	No groups	Never	Active 1
Student 🌶	No groups	Never	Active 1

Step 3 Click 'Send a message'.

Step 4

Type your message and click **'Send** message to (selected) person'.

Step 5

After sent, the system will display the success message.

Message sent to 2 people