

## Navigation

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  - Term 1, 2019-2020
    - BUS-1103-4.2019 09 (CRN: 25)
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## Step 1

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

## 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 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

1 2 »

Surname / First name	Email address	Student/Staff ID	Username	Roles	Groups	Last access to course	Status
<input type="checkbox"/>				Student	No groups	Never	Active
<input type="checkbox"/>				Teacher	No groups	10 days 7 hours	Active
<input type="checkbox"/>				Student	No groups	Never	Active
<input type="checkbox"/>				Student	No groups	Never	Active

1 2 »

Show all 28

Select all 28 users

With selected users...

Choose...

## Step 2

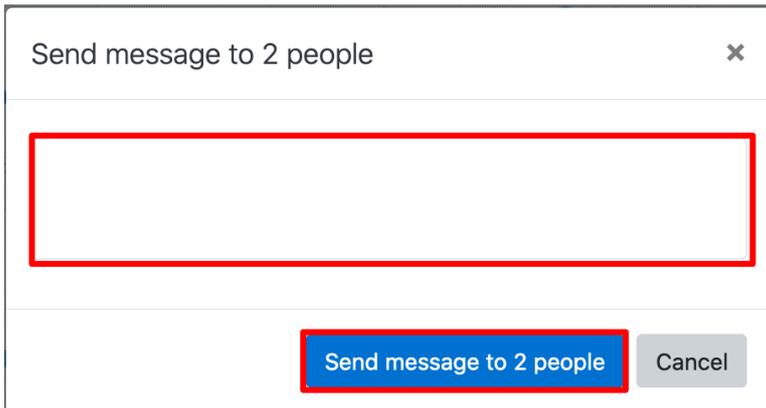
Click 'Select all users' at the bottom of the page to choose students who receive the message.

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



### Step 3

Click 'Send a message'.



### Step 4

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

Message sent to 2 people

### Step 5

After sent, the system will display the success message.