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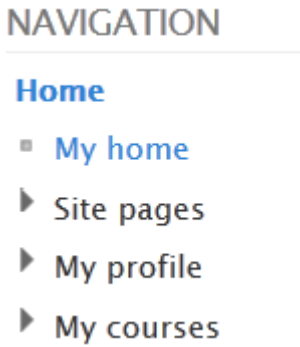
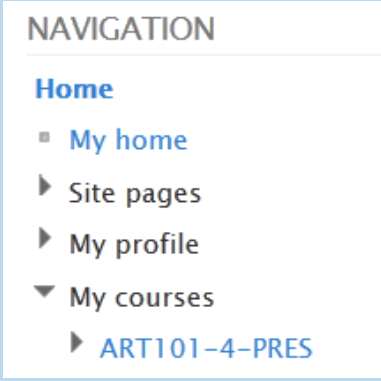
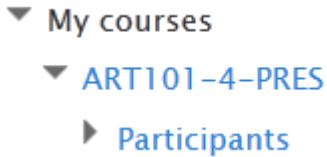
Moodle 2.2

Student User Guide

Sending a Message

Sending a Message

From the Participants Link

Step	Screenshot
1. In the Navigation block, click the arrow next to My courses .	
2. Click the arrow next to your course.	
3. Click the Participants link.	



Note

You can access this menu from the **Home** page (logged in) or from the **Course Home** page.



Note

You can also access the participants list in the **People** block on the **Course Home** page if it is available.

Step

Screenshot






You will see the Participants page.

All participants

All participants: 10

First name : AABCDEFGHIJKLMNOPQRSTUVWXYZ


Last name : AABCDEFGHIJKLMNOPQRSTUVWXYZ

User picture	First name / Last name	City/town	Country	Last access ↑	Select
	Abraham Lincoln	Washington	United States	now	<input type="checkbox"/>
	Benjamin Franklin	Philadelphia	United States	2 mins 51 secs	<input type="checkbox"/>
	Big Blue Button Test Instructor	test	United States	15 days 7 hours	<input type="checkbox"/>
	Big Blue Button Test Student	test	United States	16 days	<input type="checkbox"/>
	John Adams	Louisville	United States	19 days 1 hour	<input type="checkbox"/>


4. Find the person you wish to email in the list.

User picture

First name / Last name



Abraham Lincoln



Benjamin Franklin



Note

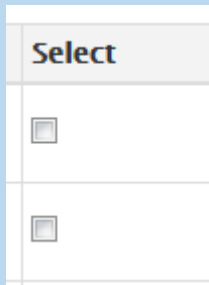
You can filter the list by a specific role (such as teacher or student) by clicking the drop-down list for **Current Role**.

Current role

All participants

- Click in the box in his or her row under **Select**.

A check mark will appear in the box.



Select
<input checked="" type="checkbox"/>
<input type="checkbox"/>



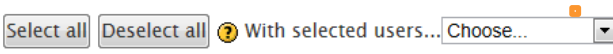
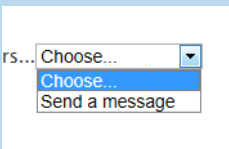
Note

To send to the entire class, click **Select all**.



Note

To send to more than one person, click in the box under **Select** for each person.

Step	Screenshot
At the bottom of the list of participants, next to the Select all and Deselect all buttons, you will see With selected users... Choose... and an arrow pointing down.	
6. Click the arrow.	
7. In the list that drops down from Choose... , click Send message .	

8. Enter your message in the **Message Course User WYSIWYG** page.

The top of this page will say **Added [#] new recipient[s]** even if you add the entire class.

Message body:

Formatting:

Font family

Font size

Format

Does anyone know what the next quiz covers?

HTML format

Path:

Preview

Term

WYSIWYG stands for **what you see is what you get**. What you type into this window will appear exactly the same way in your post or message, including formatting. For a description of the buttons, see the next section.



The bottom of the page shows the list of participants you selected to receive the message.

Currently selected users		
Abraham Lincoln	alincoln@deadpres.edu	<button>Remove</button>
Benjamin Franklin	bfranklin@philly.edu	<button>Remove</button>

Note

You can remove them by clicking **Remove**.



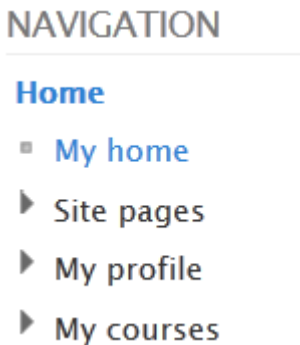
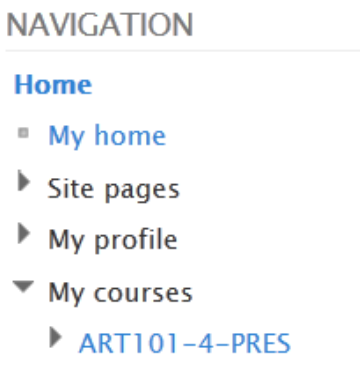
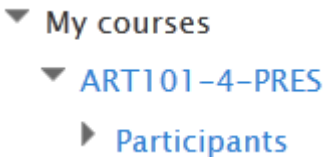
Step	Screenshot
9. Click Preview .	
10. Click Send message . You will see Selected users have been messaged and the recipient list has been reset.	
11. Click Back to participants list to return to the list, or click Home in the breadcrumbs at the top of the page to return to the Home page (logged in).	

Note

allows you to go back into the **Message body** window and edit.



From the Participant's Profile

Step	Screenshot
1. Click the arrow next to My courses .	 <p>NAVIGATION</p> <p>Home</p> <ul style="list-style-type: none"> My home Site pages My profile My courses
2. Click the arrow next to your course.	 <p>NAVIGATION</p> <p>Home</p> <ul style="list-style-type: none"> My home Site pages My profile My courses <ul style="list-style-type: none"> ART101-4-PRES
3. Click the Participants link.	 <p>My courses</p> <p>ART101-4-PRES</p> <ul style="list-style-type: none"> Participants

Note

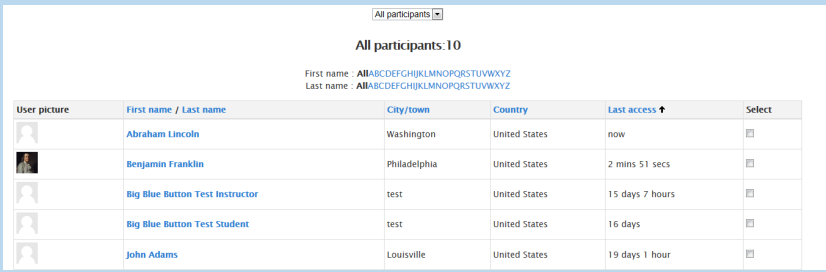

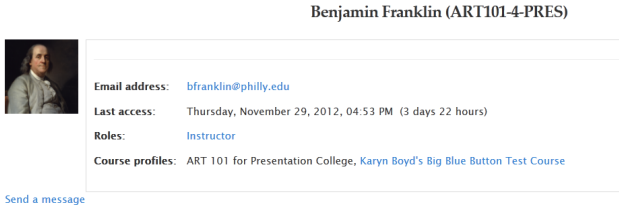

You can access this menu from the **Home** page (logged in) or from the **Course Home** page.



Note

You can also access the participants list in the **People** block on the **Course Home** page.



Step	Screenshot
You will see the Participants page.	 <p>The screenshot shows the 'Participants' page with a table of 10 participants. The table has columns: User picture, First name / Last name, City/town, Country, Last access, and Select. The participants listed are Abraham Lincoln, Benjamin Franklin, Big Blue Button Test Instructor, Big Blue Button Test Student, and John Adams.</p>
4. Find the person you wish to email, and then click their name.	 <p>The screenshot shows a close-up of the 'Participants' list. It displays two rows: one for Abraham Lincoln and one for Benjamin Franklin. Each row has a 'User picture' column and a 'First name / Last name' column.</p>
This will open that user's profile.	 <p>The screenshot shows the profile page for Benjamin Franklin (ART101-4-PRES). It includes a user picture, email address (bfranklin@philly.edu), last access (Thursday, November 29, 2012, 04:53 PM), roles (Instructor), and course profiles (ART 101 for Presentation College, Karyn Boyd's Big Blue Button Test Course). There is a 'Send a message' link at the bottom.</p>
5. Click the Send a message link under the user's profile.	 <p>The screenshot shows the 'Send a message' link, which is a blue text link with a right-pointing arrow.</p>

Note

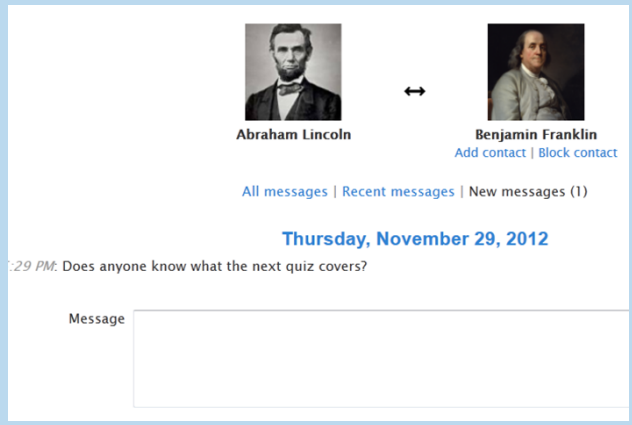
You can filter the list by a specific role (such as teacher or student) by clicking the drop-down list for **Current role**.

Current role

All participants ▾



The **Messages** page will appear.



Step	Screenshot
6. Type your message in the Message field.	A screenshot showing the 'Message' label and the text input field from the previous screenshot, with the field being the primary focus.
7. Click Send message .	A screenshot of a rectangular button with rounded corners and a grey gradient, containing the text 'Send message' in a bold, sans-serif font.