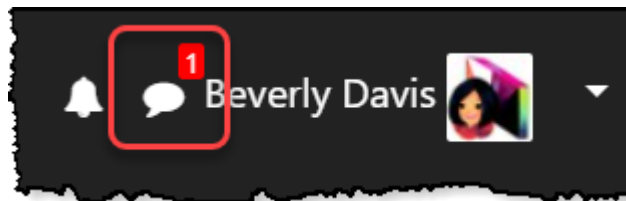


Sending and Receiving Moodle Messages

There are many good reasons to send Moodle *Messages* to students. As an instructor, you can use *Messages* to:

- encourage or compliment learners regarding their attendance or participation,
- remind learners to complete an overdue assessment task,
- help learners locate resources,
- communicate general information.

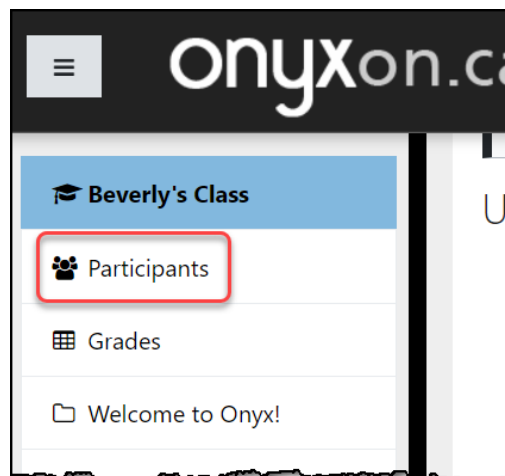
Messages work in real time. If a *Message* is sent to a course participant while they are logged in, they will see a notification in the *Messages* block (if available), or at the top near their user name (it appears as a small red and white number on top of the messages icon).



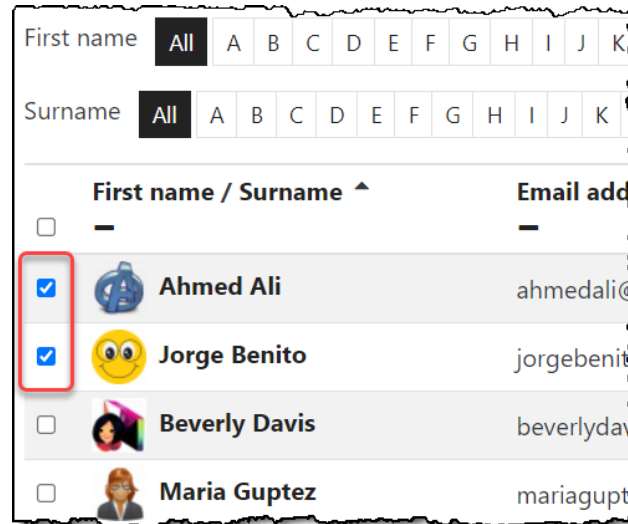
If a user is not logged in at the time the *Message* is sent, they can check out a copy of the *Message* which is sent to their email account.

Sending Messages to Learners

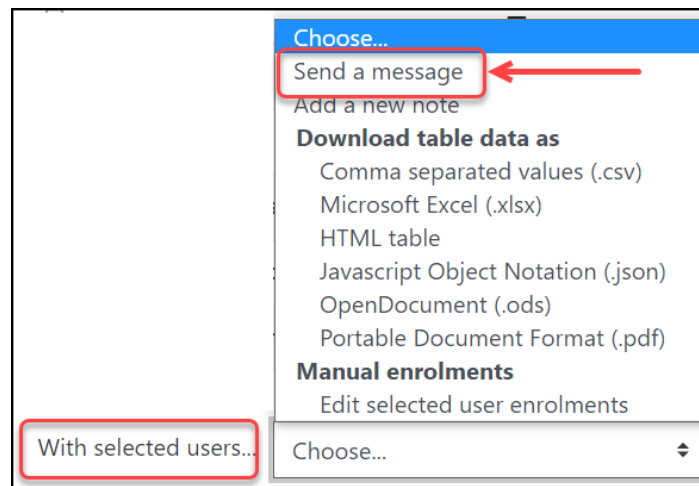
1. On the course page, with the *Navigation Drawer* open, click on the *Participants* link.



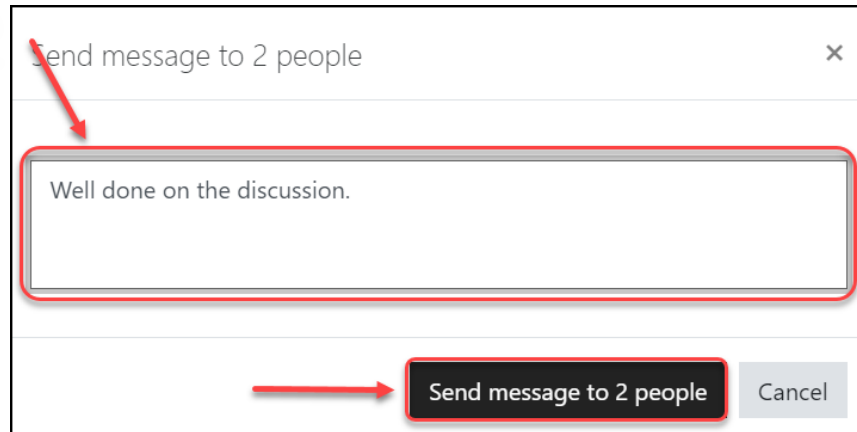
- The course *Participants* page appears. Click on checkboxes to select the learners you want to send a *Message* to.



- Below the *Participant's* list, click on the *With selected users... Choose...* drop down box, and select the *Send a message* option.



- The course *Message* page appears. Type a *Message* in the text area. Click on the *Send message to "X" people* button.

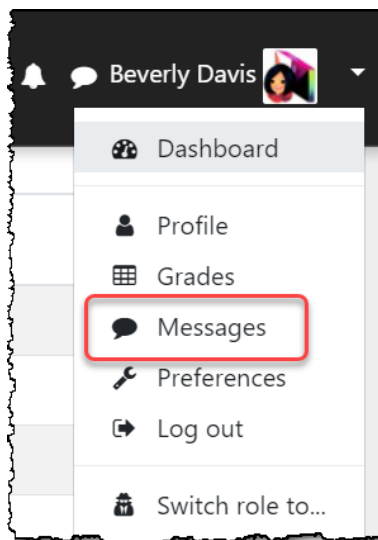


After sending a *Message*, you are returned to the *Participants* page. From here, you can send another *Message* to another user or users.

Receiving and Responding to Messages from the Course Page

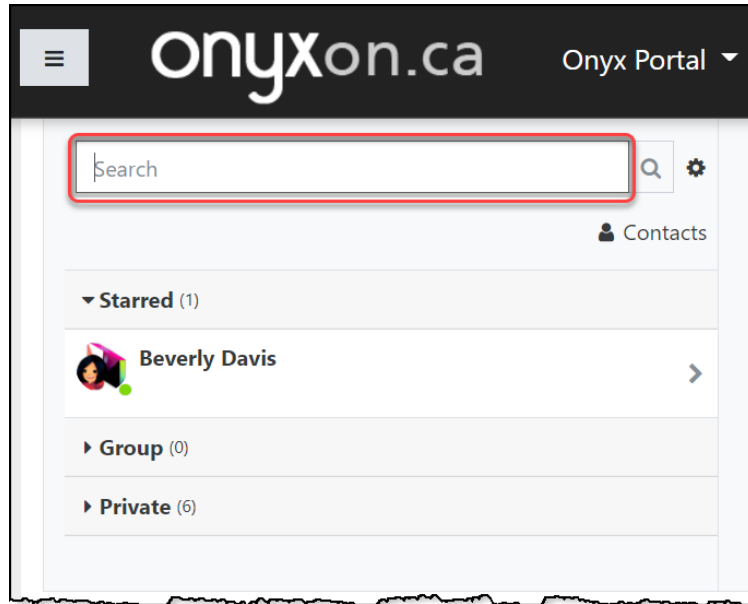
There are two ways that you or your learners can receive *Messages* from the course page.

One way is to click on the arrow next to the user picture on the top right corner of the course page, and choose the *Messages* link.

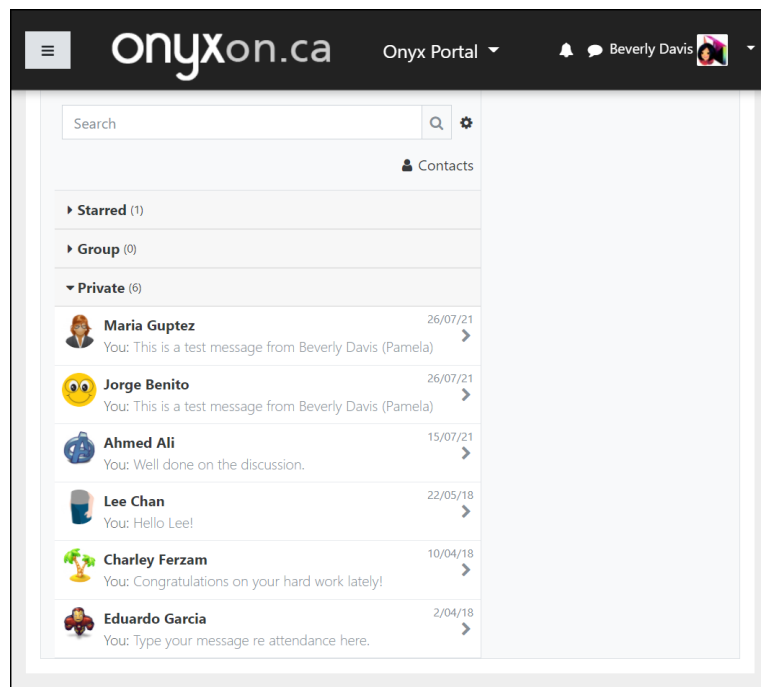


The *Messages* page appears with plenty of room to view and reply to all *Messages*.

To search for a particular user, type their name in the *Search* textbox. Note that you can search for any user on Onyx using this function.

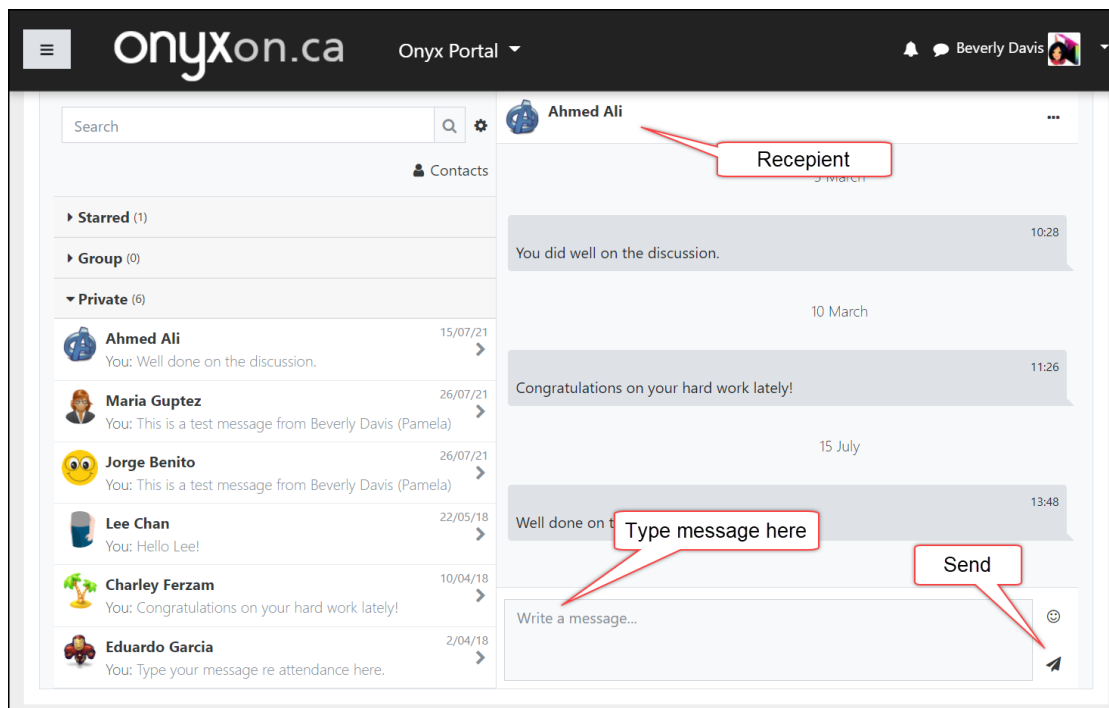


You can read *Messages* by clicking on any of the *Message* categories (*Starred*, *Group* or *Private*) and clicking on the learner's name from the list that appears.



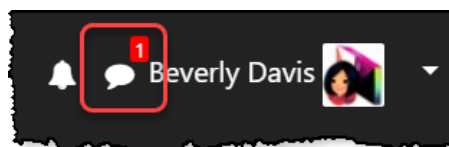
To reply to a *Message*:

1. Select a contact in the left column of the *Messages* page. (In this case, *Ahmed Ali*.)
2. Below the *Message*, click on the *Write a message...* text input box. Type your *Message*.
3. Click on the *Send* button.

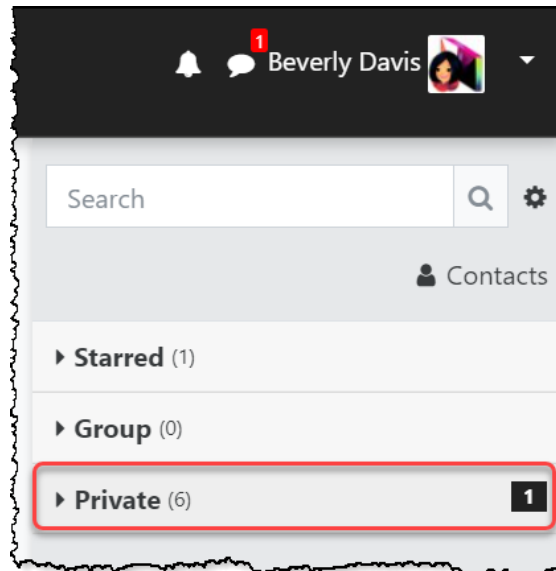


An alternative way to send or receive *Messages* is to do so on the course page, without opening a new window.

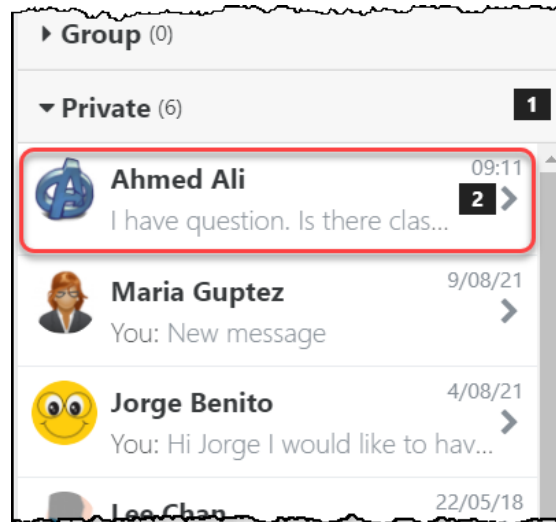
1. Look in the top right corner of the course, close to where your user name and picture are placed. To the left of your name is the *Messages* icon. If a red and white digit appears over the *Messages* icon, as in the example below, you have a new *Message*.
2. Click on the red icon with the white number that indicates the number of users who have sent new *Messages*.



3. A list of different message categories appear (*Starred*, *Group* and *Private*). To see the new message, click on the category that has the black number to the right. In this example, there are new *Private* messages from one person.

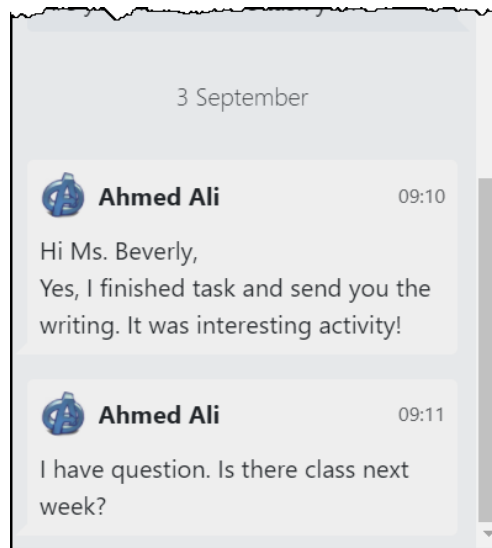


The first few words of all *Messages* appear.

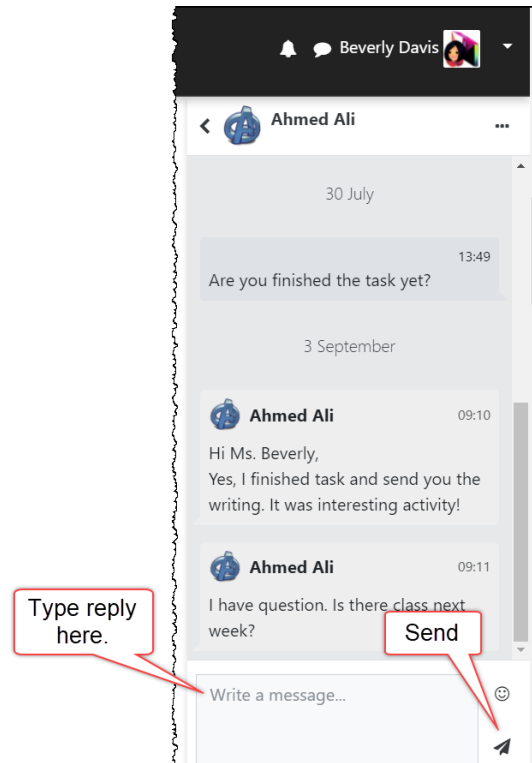


4. To view any full *Message*, click on the name of the sender.

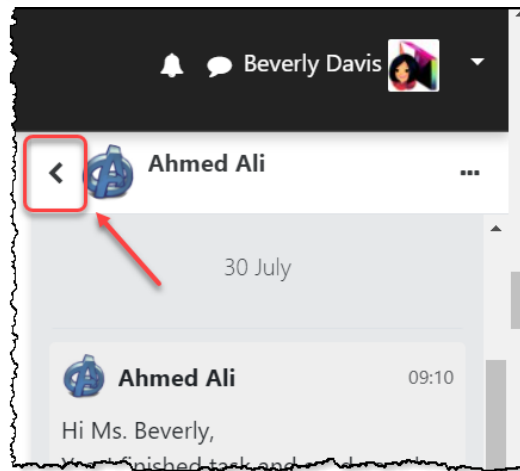
All messages sent to or received from that person appear.



5. Type the reply in the text box at the bottom of this section, and click on the *Send* icon.



6. To go back to the list of *Messages*, click on the arrow next to the sender's name.



7. To close the *Messages* popup, click on the *Message* bubble near your name.

