### 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.



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



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



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

Send message to 2 people	×
Well done on the discussion.	
Send message to 2 people	Cancel

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.

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	Contacts
▼ Starred (1)	
Beverly Davis	>
► <b>Group</b> (0)	
Private (6)	

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.

	Onyx Portal 👻 📮 🗭 Beverly Davis
Search	Q <b>0</b>
	Contacts
Starred (1)	
• Group (0)	
▼ Private (6)	
Maria Guptez You: This is a test message from Beverly	26/07/21 Davis (Pamela)
You: This is a test message from Beverly	26/07/21 Davis (Pamela)
Ahmed Ali You: Well done on the discussion.	15/07/21
Vou: Helio Lee!	22/05/18
Charley Ferzam You: Congratulations on your hard work	10/04/18  ately!
<b>Eduardo Garcia</b> You: Type your message re attendance h	2/04/18 here.

#### 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.

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Search	Q 🕈	hhmed Ali
	Contacts	Recepient
> Starred (1)		10
▶ Group (0)		You did well on the discussion.
▼ Private (6)		10 March
Ahmed Ali You: Well done on the discussion.	15/07/21	11
Maria Guptez You: This is a test message from Beverly Davis (P	26/07/21 amela)	Congratulations on your hard work lately!
Jorge Benito You: This is a test message from Beverly Davis (P	26/07/21	15 July
Lee Chan You: Hello Lee!	22/05/18	Well done on t Type message here
You: Congratulations on your hard work lately!	10/04/18	Write a message
Eduardo Garcia	2/04/18	

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 textbox 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.

