





**Self-help Guide for MOODLE Users** 

## **Message the Students (The Message ONLY Viewable at Moodle)**

Workshop 10 [2017]   Participants   Badges   Competencies   Grades   Grades   HKBU Moodle   Dashboard   You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
Participants Badges Competencies Grades HKBU Moodle Dashboard You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
Competencies Grades HKBU Moodle Dashboard You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
General Grades HKBU Moodle Dashboard You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
General General General Announcements Online Class You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
HKBU Moodle       Image: Announcements         Dashboard       Image: Online Class         You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
Pashboard       Image: Online Class         You will see the list of all students of your course, press the "Select all users" button at the bottom of the list.
You will see the list of all students of your course, press the <b>"Select all users"</b> button at the bottom of the list.
Send a message".
Choose
✓ ustudent0 Send a message
<ul> <li>ustudent0</li> <li>Send a message</li> <li>Add a new note</li> <li>ustudent0</li> <li>Download table data as</li> </ul>
<ul> <li>ustudent0</li> <li>Send a message</li> <li>Add a new note</li> <li>Download table data as</li> <li>Comma separated values (.csv)</li> </ul>
<ul> <li>ustudent0</li> <li>Send a message</li> <li>Add a new note</li> <li>ustudent0</li> <li>Download table data as</li> <li>Comma separated values (.csv)</li> <li>Microsoft Excel (.xlsx)</li> <li>UTML table</li> </ul>
<ul> <li>ustudent0</li> </ul>
<ul> <li>ustudent0</li> <li>ustudent0</li></ul>
<ul> <li>ustudent0</li> <li>Send a message</li> <li>Add a new note</li> <li>ustudent0</li> </ul>
<ul> <li>ustudent0</li> <li>Ustudent0</li></ul>
<ul> <li>ustudent0</li> <li>Ustudent0</li></ul>
<ul> <li>ustudento</li> <li>ustudento</li></ul>



Next, type your message in the Message body and then press the **"Send message to people"** button..



