香港浸會大學
HONG KONG BAPTIST UNIVERSITY

全人教育教與學中心
Centre for Holistic
Teaching and Learning

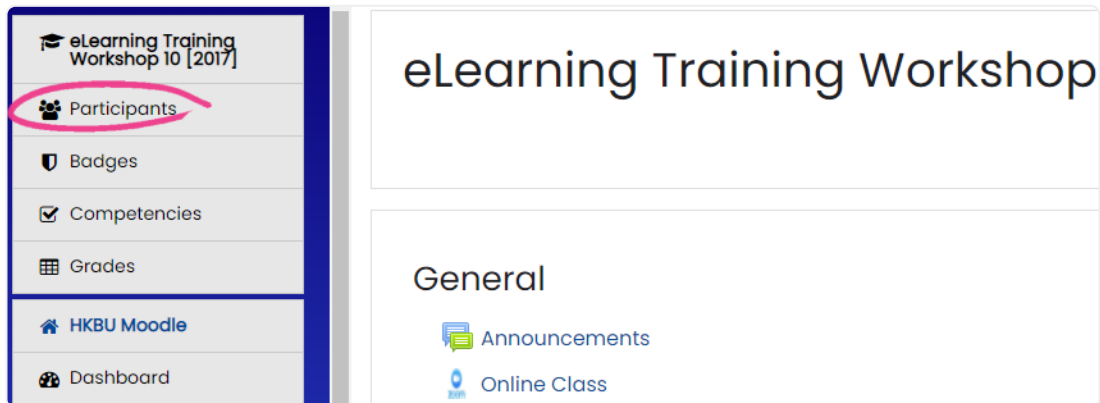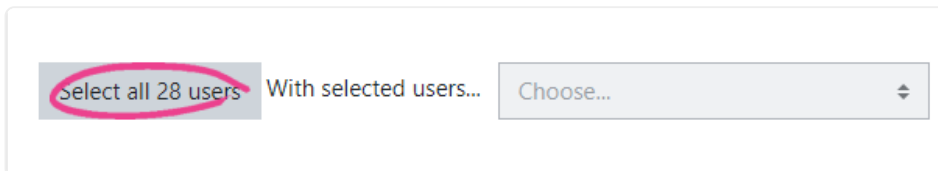Office of
Information Technology
資訊科技處

Self-help Guide for MOODLE Users

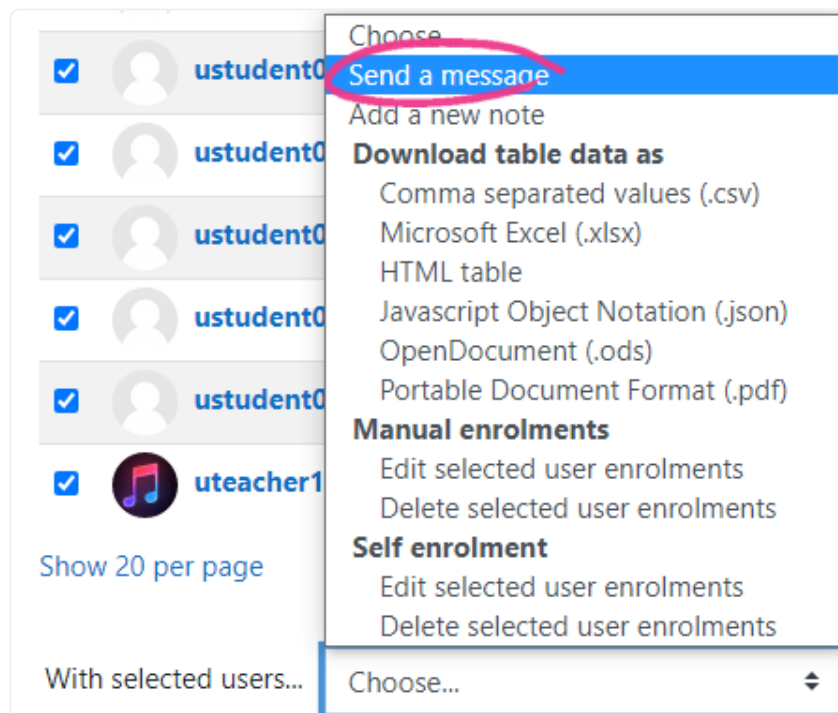## Message the Students (The Message ONLY Viewable at Moodle)

1 Go to the **Course Page** and click on **"Participants"** in the upper left corner.

2 You will see the list of all students of your course, press the **"Select all ... users"** button at the bottom of the list.
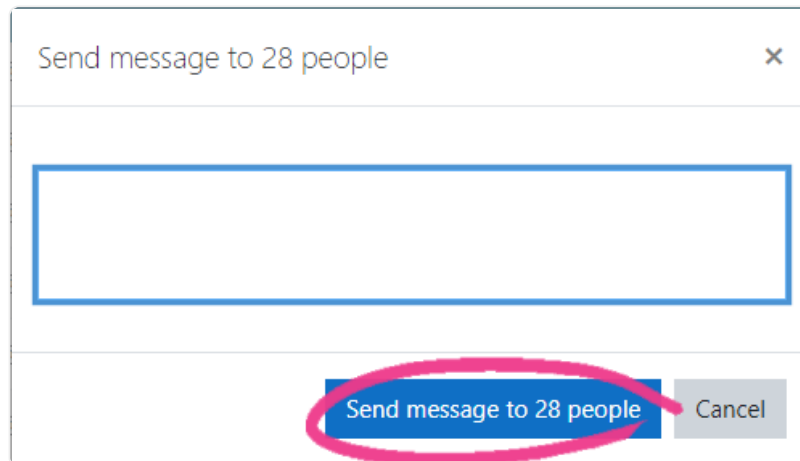

3 At the bottom of the page, click on the dropdown menu and select **"Send a message"**.

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

Send message to 28 people   ×

Send message to 28 people   Cancel