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Restricted Available

2 September -

Step 1

Find the **“Navigation”** block on the left hand side.

Click **‘Participants’** to see all of the people in the course.

Participants


No filters applied

Search keyword or select filter ▼

Number of participants: 7

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

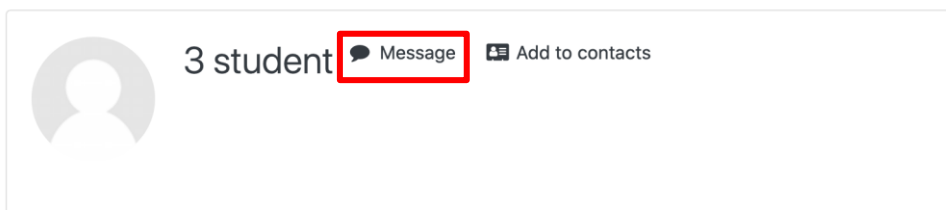
Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname ^ / First name	Roles	Groups
	Student	No groups
	Student	No groups
 3 student	Student	No groups

Step 2

You will see a list of all participants, including your teacher

Click the name of the person you would like to send a message to.

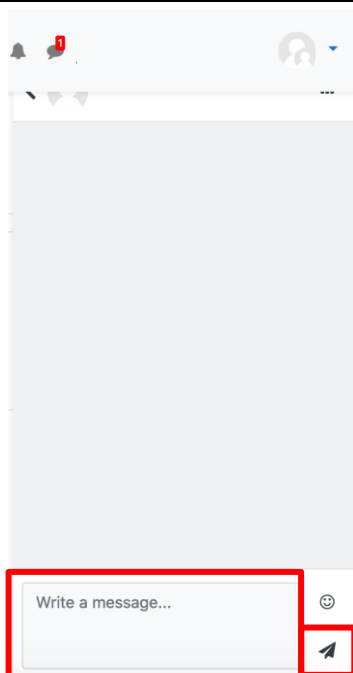


Step 3

You will see the profile of that person.

You can send a message within Moodle, if you wish to send a Private message.

Click on **'message'**.



Step4

Type your message (check the content, grammar and spelling before you send it)

Click the **"send"** icon to send your message.