

Send messages to only certain groups

You can filter the Participants list (in Course Dashboard) so you only see a specific group (or specific multiple groups). By doing this, you can quickly place checkmarks by them and send only that group (or groups) a message. In this example, there are 4 groups (Dual Credit 1, Dual Credit 2, Online, and Pampa F2F).

Step 1: Click the **Course Dashboard** link below your CONTENTS area on the course home page.

Step 2: Click **Participants**.

Step 3: Click **Select** then choose **Groups**.

Step 4: Click the group you want to select. (In this example, I chose only the "Dual Credit 2" list of students.)

Step 5: The group you selected will appear here. (If you want to include another group, choose it too, and it will appear here. If you select the incorrect group, click the x beside the group name to deselect it.)

Step 6: Once you have the group (or groups) selected, click **Apply filter**.

Step 7: At this point, you will only see those students in the selected group(s). You can now place checkmarks beside those students you wish to send a message to.

Step 8: Click **Choose** beside "With selected users" located below the student list. Then select **Send a message**. You can then follow prompt to send a message to the selected students.

With selected users... Choose...