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).

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🚱 Course Dashboa	rd		Step 1: Click the Course Da below your CONTENTS are course home page.	ashboard link ea on the
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67 Participants	Open Reports	Open Reports (experimen	<u>Step 2:</u> Click Participa	ants.
Match Any Select Add condition Status Roles Enrollm First name All A Inactive	¢ d ent methods e for more than	<u>Step 3:</u> Click Groups .	Select then choose	
Type or select No group Dual Credit 1 Dual Credit 2 Image: Credit 2	<u>S</u> to o <u>5</u> : The group you sel of to include another g ear here. If you select ide the group name to	tep 4: Click the group yo o select. (In this example only the "Dual Credit 2" I tudents.) ected will appear here. group, choose it too, and the incorrect group, clic o deselect it.)	u want , I chose st of If you it will k the x (or groups) set filter .	ou have the group ected, click Apply
Ţype or select ▼	Dual Credit 2 ×		Clear filters Ap	Soly filters
Image: Sara Cosner control Image: Sara Cosner control <t< td=""><td>sner.c@bulldogsmail.com x.k8@bulldogsmail.com amble.e@bulldogsmail.com</td><td>Student 🖋 Dual Cred Student 🖋 Dual Cred Student 🖋 Dual Cred</td><td>2 Step 7: At this point, y those students in the You can now place ch those students you w message to.</td><td>you will only see selected group(s). eckmarks beside ish to send a</td></t<>	sner.c@bulldogsmail.com x.k8@bulldogsmail.com amble.e@bulldogsmail.com	Student 🖋 Dual Cred Student 🖋 Dual Cred Student 🖋 Dual Cred	2 Step 7: At this point, y those students in the You can now place ch those students you w message to.	you will only see selected group(s). eckmarks beside ish to send a
With selected users	Choose		<u>tep 8:</u> Click Choose beside "W ocated below the student list. T nessage . You can then follow p nessage to the selected studen	ith selected users" Then select Send a rompt to send a ts.