

Using the Messages feature in Open LMS / Moodle

Different ways to open the Messages window

The screenshot shows the 'My Courses' page in Moodle. At the top right, there is a 'CLOSE' button. Below it, under 'Deadlines', are two items: 'Chapter 9 Assignment' (Business Principles, Pam Denney, Full Term, Sunday, November 12, 11:55 PM, Not Submitted) and 'Chapter 9 Quiz' (Business Principles, Pam Denney, Full Term, Sunday, November 12, 11:55 PM, Not attempted). Under 'Messages', there are three messages from 'Corey Blais', 'Candace Abrams', and 'Andriel Brice'. A callout box points to the 'View my messages' link at the bottom right of the messages section.

On your My Courses page, the Messages window shows unread and recent messages sent to you. Click one to read the message and reply to it.

Clicking **View my messages** opens the Messages window to see all messages to/from you.

[View my messages](#)

The screenshot shows a Moodle course page for 'BUSINESS COMPUTER APPLICATIONS'. At the top right, there is a 'My Courses' icon with a green dot indicating unread messages. A callout box points to this icon with the text: 'When you are logged into one of your courses, this icon shows how many **unread** messages you have. Clicking the icon opens the Messages window to read those messages.' Below the course title, there is a 'Change cover image' link.

The screenshot shows the Moodle Course Dashboard for 'Pam Denney'. It includes sections for 'Course Dashboard', 'Progress', 'Grade', and buttons for 'Open Grader', 'Gradebook', and 'Open Reports'. A 'Participants' block shows '6 Participants'. A callout box points to this block with the text: 'You can use the Participants feature to send a message. Click person's name, then click [Message](#)'.

The screenshot shows the Moodle 'Class List' block. It lists 'Instructor (T)' and student names: Wiley Coyote, Hoyt Devries, John Green, and Mickey Mouse. A callout box points to the student names with the text: 'If you enabled the Class List block on your Course Dashboard, you can click the icon beside anyone in your class to open the Messages window and send a message to that person.'

The remaining pages show what the Messages window looks like and how to use it.

The Messages window

This circled number indicates an unread message. Clicking on any of the names in the left screen opens the full messages on the right screen that are from that person along with all of your replies to that person.

Circled numbers indicate unread messages. The interface includes sections for Starred, Group, and Private messages, and a main Private messages list with messages from Corey Blais, Candace Abrams, Andriel Brice, and Tex Buckhaults. A reply window is open for Candace Abrams on August 13, showing a message from Hi Pam and a reply from Pam. The reply window has a 'Write a message...' input field and a 'Send' button. Top navigation includes 'My Courses', a speech bubble icon, and a bell icon.

Indicates whether the person is currently on or off line in Moodlerooms.

Click **My Courses** to exit out of the Messages window.

Message example.

Your messages are highlighted.

Send button.

To send a new reply to the person you clicked on, scroll to the very bottom of the screen.

Note: The reply window can be a LONG way below the last message.
SCROLL, SCROLL, SCROLL!

Other options in the Messages window

Search for a specific person.

The Settings gear icon opens the Settings choices below

DO NOT choose My contacts only.

You may want to enable getting notifications of new messages by Email.

Enabling this choice means you don't have to click the "Send" button when ready to send a message. (Don't enable if you sometimes send multiple paragraphs.)

Search bar and Contacts section.

Settings gear icon leads to a dropdown menu with 'Privacy', 'Notification preferences', and 'General' sections.

Privacy: Options include 'My contacts only' (radio button) and 'My contacts and anyone in my courses' (radio button, selected).

Notification preferences: Options include 'Activity stream' (switch) and 'Email' (switch).

General: Option 'Use enter to send' (switch).

Messages sections in left pane

There are 3 sections in the Messages window where student messages can be organized: **Starred**, **Group**, and **Private**.

The **Starred** section is a good place to move conversations from certain students. One good purpose of this is to move conversations from your current students to this section to keep them separated from conversations from former students in the **Private** section.

The **Group** section is only used by those instructors who [set students up in groups](#) first. A good example of its use with messaging is if students are working on group projects and you want only those in a group to message each other. Another example is if you want to separate conversations between dual credit students and other college students.

Default place where new messages appear is the **Private** section. The list is sorted by the most recent messages.

However, you will also see ALL students you have had messages with, including former students.

If you don't want to see former students you can

- [delete former students from the Private section](#)
- [move current students into the Starred section.](#)

Move current students into the Starred section.

Doing this is one method to keep your current student messages separated from former students.

With a student's conversation showing in the right pane, click the 3 dots icon and choose to **Star conversation**.

To see those messages, click the **Starred** section.

To remove those student messages at the end of a semester, click the student's name to show that student's conversation in the right pane. Then click the 3 dots icon and choose to **Unstar conversation**.



Contacts



My Courses



August 13

Starred (3)
Group (0)
Private (45)
Corey Blais 08/16 You: Hi Corey: Here is my reply so you can see how ...
Candace Abrams 08/15/20 Hi Pam, Thank you for this tutorial it is very help...
Andriel Brice 07/2/20 This is a third new message.
Tex Buckhaults 04/30/19 Hello Pam, I found a few minutes to look at the cou...

Candace Abrams Offline	August 13
Candace Abrams Hi Pam, Thank you for this tutorial it is very helpful! have a wonderful day	12:40
August 16	
<p>Hi Candace: I have a couple of other tutorials available if you find yourself needing to teach a course completely online. Also, if you are interested in experimenting with a pretend course as the instructor, let me know. It only takes me a few clicks to set it up for you. The main thing it does is give you an opportunity to practice grading the different types of assignments, forums, and quizzes. Pam</p>	

Write a message...