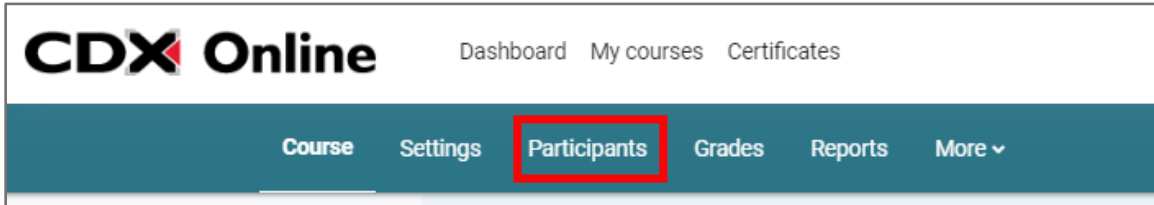


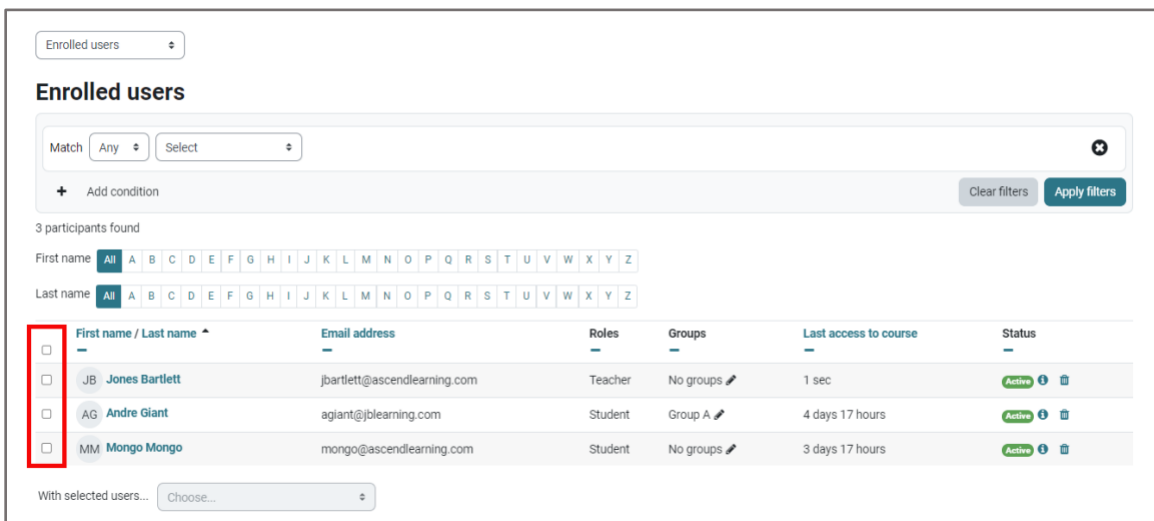
# How to Message Students

This document contains instructions on how to send and receive private messages from within your CDX Online course.

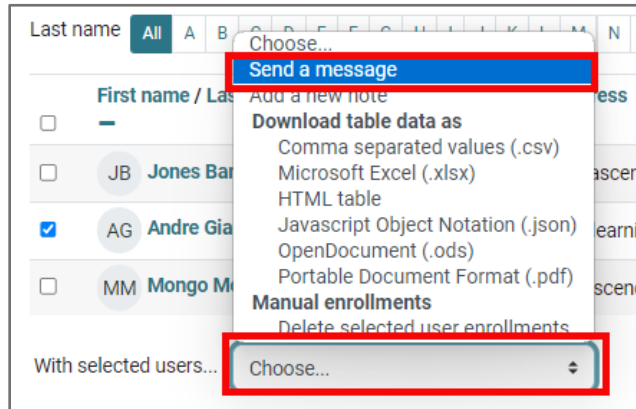
1. From the main menu of the course, click on Participants.



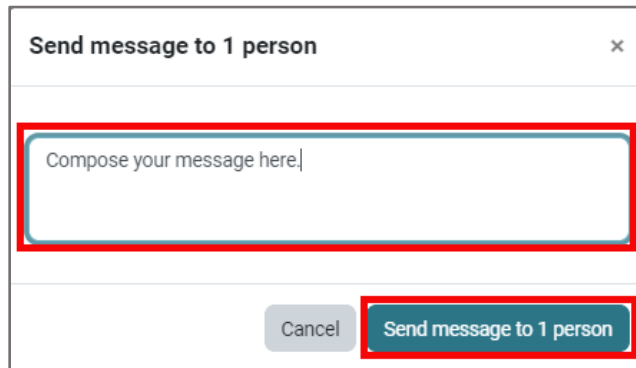
2. Select the student(s) to whom you would like to send a message to by ticking the checkbox to left of the individual's name. Note: You may select more than one student at a time.



3. Click **With selected users** dropdown and choose **Send a message**.



4. In the dialog box that opens, type your message, and click **Send message**.



5. Message recipients will see a notification near their mailbox at the top right of the course page.

