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.

Enrolled users \$					
Enrolled users					
Match Any + Select	\$				0
+ Add condition					Clear filters Apply filters
3 participants found					
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			
Last name AII A B C D E F G H	I J K L M N O P Q R S T U	W X Y Z			
□ First name / Last name ▲	Email address —	Roles	Groups	Last access to course	Status
JB Jones Bartlett	jbartlett@ascendlearning.com	Teacher	No groups 🖋	1 sec	Active 1
AG Andre Giant	agiant@jblearning.com	Student	Group A 🖋	4 days 17 hours	Active
MM Mongo Mongo	mongo@ascendlearning.com	Student	No groups 🖋	3 days 17 hours	Active
With selected users Choose	٥				



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**.

Send message to 1 person				
Compose your message here.				
Cancel Send message to 1 perso	n			

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



