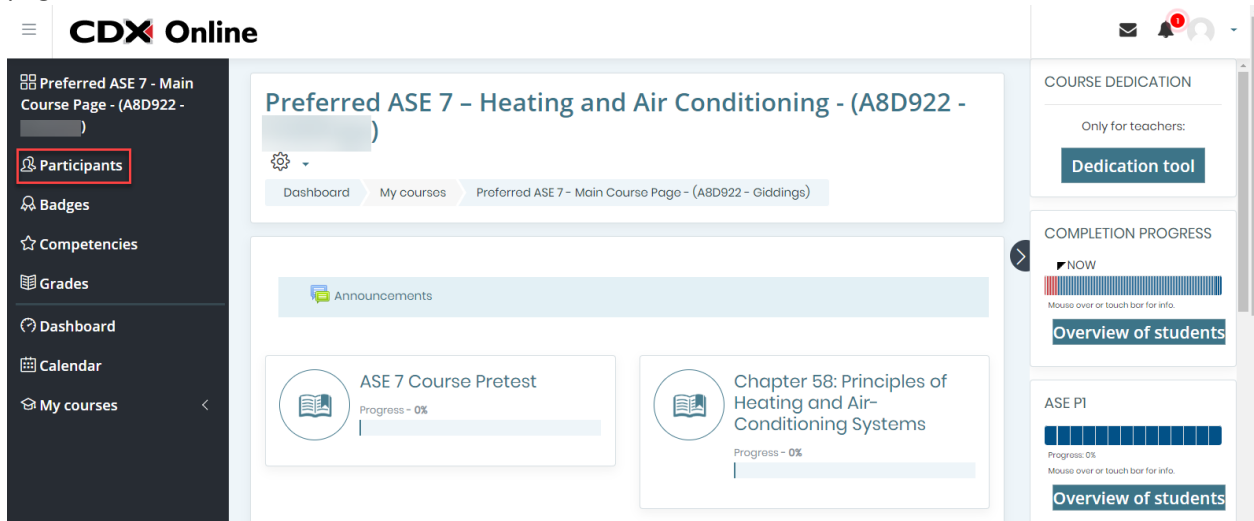


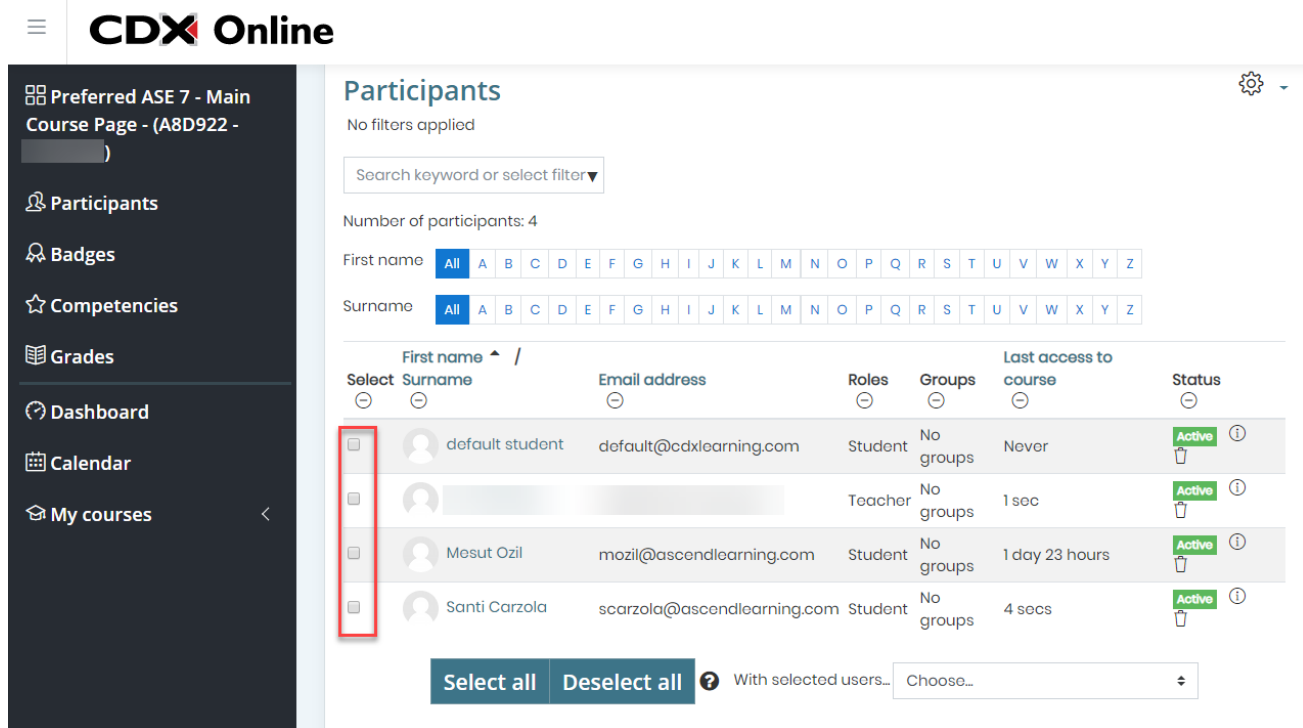
How do I message my students?

This document provides step-by-step instructions on how you may send your students private communications from within the CDX Online course.

1. On the course homepage, click on the Participants list from the Navigation Drawer on the left-hand side of the page.



2. Next, select the student whom you would like to send a message to by ticking the checkbox to left of the individual's name. **Please note:** You may select more than one student at a time.



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- Click on the dropdown menu next to “With selected users...” and choose the “Send a message” option.

The screenshot shows the CDX Online interface. On the left is a dark sidebar with navigation options: Preferred ASE 7 - Main Course Page - (A8D922 -), Participants, Badges, Competencies, Grades, Dashboard, Calendar, and My courses. The main content area is titled 'Participants' and shows a list of participants. A dropdown menu is open over the 'With selected users...' button, with 'Send a message' highlighted in blue. Other options in the menu include 'Choose...', 'Add a new note', 'Manual enrolments', 'Delete selected user enrolments', 'Self enrolment', 'Delete selected user enrolments', and 'Choose...'. A blue callout box labeled 'Callouts' points to the dropdown menu.

| Select | First name | Surname | Email address | Roles | Groups | Last access to course | Status |
|-------------------------------------|------------|-----------------|-----------------------------|---------|-----------|-----------------------|--------|
| <input type="checkbox"/> | | default student | default@cdxlearning.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | | | | Teacher | | | Active |
| <input checked="" type="checkbox"/> | | Mesut Ozil | mozil@ascendlearning.com | Student | | | Active |
| <input checked="" type="checkbox"/> | | Santi Carzola | scarzola@ascendlearning.com | Student | | | Active |

- Selecting this option will promptly open a message window containing a field used to type in your message.

The screenshot shows a message window titled 'Send message to 2 people'. It contains a text input field with the message: 'Hello! Please remember to bring your textbooks to class on Thursday.' Below the input field are two buttons: 'Send message to 2 people' (highlighted with a red box) and 'Cancel'.

- Enter your desired message and click the “Send message” button when satisfied.
- Message recipients will see a flashing red notification near their mailbox at the top right of the course page.



They may click on this icon at any time to open and read your message.