

## **Transcript for video tutorial on Messaging**

In this video, you will learn how to use messaging function on Moodle.

Moodle does not have email function.

Teachers can use messaging function to send messages to students.

In the course homepage, click "Participants" under the navigation box.

Check the boxes to select the students you would like to send message.

Select "Send a message" in the "With selected users" section.

Type the message content in the box provided.

Please be reminded that users cannot attach any files by using messaging function.

Click "Preview".

We can preview the message here, and click "Send message" to send the message to the selected students.

By default, students will receive email if they are not logged into Moodle.

The email will be sent to their @hku.hk account.

Students will receive a pop-up message if they are logged into moodle, the message will pop up from the bottom right corner.

Teachers can use "News forum" function to post the announcement to ensure all participants in the class will receive email.

Details can be found on our "News forum" userguide.

Users can view their messaging history by clicking "My profile".

Click "Messages".

Select "Recent conversations" from the pull down box.

The messaging history will be shown here.