

# How to email students from the Participants List in a Moodle Course

**How to email students from the Participants List in a Moodle Course**

1. Open the course

2. Click on the Participants List on the Left

*If your course does not show your Navigation Menu on the left, click on the **hamburger** in the upper left*

**1. Click on the box next to the participant you would like to message**  
*this goes to the student's email*

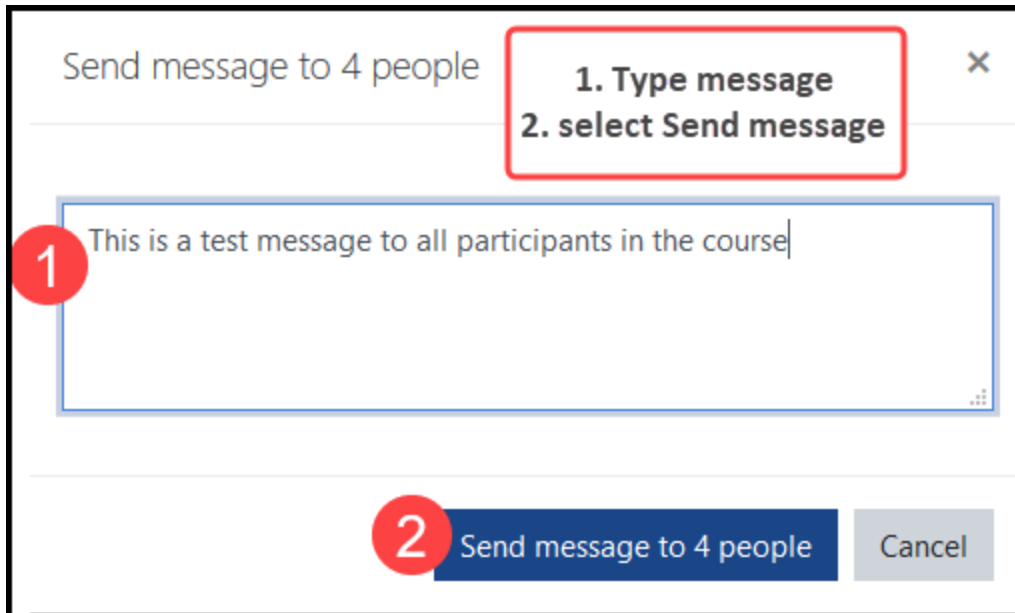
**2. Optional: Click on "Select all" to message all students**

**3. With selected users CHOOSE, select dropdown**

**4. Select "Send a Message"**

Select	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input checked="" type="checkbox"/>	Clark Kent	clarkkent@lcu.edu	Student	Group B	Never	Active
<input type="checkbox"/>	Eve Ann Jellicol	ejellicol1234@lcu.edu	Student	Group A	Never	Active
<input type="checkbox"/>	Grace Onhigh	grace.onhigh@lcu.edu	Student	Group C	62 days 1 hour	Active
<input type="checkbox"/>	Jeanna Morton	Jeanna.Morton@lcu.edu	Teacher	No groups	now	Active

With selected users... Choose...  
 Choose...  
 Send a message  
 Add a new note  
 Manual enrollments  
 Edit selected user enrollments  
 Delete selected user enrollments  
 Choose...



The students will receive the message in an email

\*\*\*Students must click the link at the bottom to reply\*\*\*

