CDX User Manual

Sending Messages

All CDX Products
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Sending Messages

Sending Messages to Users Sitewide
This method will allow for sending messages to users in all courses, sitewide. You will be able to select as many or as few users as you would like.

By default, users will receive a message in their message box, a popup if they are online, and an email if they have been offline for 10 or more minutes.  

*Be sure to have students check their spam boxes.*
This first method requires that you are logged in as a Teacher. Once Logged in, select “Bulk User Actions” on Site Home.
On the Bulk user Actions page, you have several options. If you click “Show Advanced” (red arrow) you will have advanced options for filtering users. The Available Users box (orange arrow) is added to the selected users box using “Add to selection” (blue arrow). Finally, you choose what action you wish to perform with the “With selected users..” drop down (green arrow).
If you selected “Show Advanced” to show all users, you will see this dialogue box. Select your filter options, and click to ‘Add Filter”. You may add multiple filters.
Once you set filters, and add users to the selected users box, you can select “add/send message” from the drop down, and click “go”.
Type up your message and click to “Save Changes”.

Message

Message body*

Test Message for Students

Format

Moodle auto-format

Save changes  Cancel
It will ask to confirm sending messages. As mentioned, this will add a message to the student's message box (accessible on their course homepage or profile), will cause a popup if logged in, or will email if offline for more than 10 minutes.
Sending Messages to Group Members or a Course
This method of sending messages only sends a message to those within the current course (ASE1, for example). You can also filter by group and role.

By default, users will receive a message in their message box, a popup if they are online, and an email if they have been offline for 10 or more minutes.  

*Be sure to have students check their spam boxes.*
To send a message to course members, you must be logged in as a teacher. From the site homepage, open the course that you want to message, or contains the group you wish to message.
Then, open the people/participants list of the course:
At the top of the participants list, you see the course you are currently in. On this page, you can select to only show a certain group (red arrow), only a certain role (yellow arrow), select all or select only certain users (orange arrows).

<table>
<thead>
<tr>
<th>User picture</th>
<th>Firstname / Surname</th>
<th>City/town</th>
<th>Country</th>
<th>Last access</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cdx Teacher</td>
<td>Boston</td>
<td>United States</td>
<td>88 days 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CDX Supervisor</td>
<td>Boston</td>
<td>United States</td>
<td>280 days 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New user</td>
<td>Portland</td>
<td>United States</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Teacher</td>
<td>Portland</td>
<td>United States</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Student</td>
<td>Burlington</td>
<td>United States</td>
<td>Never</td>
<td></td>
</tr>
</tbody>
</table>

(Accounts unused for more than 120 days are automatically unenrolled)

First name: 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
Once you are done selecting, select “add/send message” from the dropdown.
Compose your message. This method of sending includes a full text editor. You can put links, images, and other items in this message. When finished composing, click “preview”.

Test Message!

Here is a link to your assignment: [www.google.com](http://www.google.com)
If you are satisfied, you can send the message by clicking “Send Message”. Otherwise, you can “Update” the message.

As mentioned, this will add a message to the student's message box (accessible on their course homepage or profile), will cause a popup if logged in, or will email if offline for more than 10 minutes.

Test Message!
Here is a link to your assignment: www.google.com