Basic | Communicating with the class

Step 1
you can use the news forum to communicate with the student enrolled in your course. News forum is created automatically for every Moodle courses. All you need to do is

Step 2
After you enter the forum, click ‘Add a new topic’.

New look text editor -
Moodle has a new look to the text editor. The features are the same, just new icons. Click the 'Toolbar Toggle' to see all of the buttons.
Step 3
Enter a subject and the content of your message (You can format the message as in a word processor)
Additionally, you may attach a file to your message.
Check the ‘mail now’ check box if you want to email the news immediately.
Click on ‘Post to forum’ button when you finished.
Your student will receive notification next time they login to Moodle.

Step 4
After the message has been created, you can click on the topic to edit or delete the message.
By default, you have 30 minutes to edit the message before the emails are sent to the students, unless you have selected 'mail now'.