Communicating with your teacher and classmates

**Step 1**

Find the *People* block on the right hand side.

Click *Participants* to see all of the people in the course.

**Step 2**

You will see a list of all participants, including your teacher.

Click the name of the person you would like to send a message to.
Communicating with your teacher and classmates

**Step 3**

You will see the profile of the person, their role and courses they are enrolled in.

Notice the pathway that shows you where you are in the system – they are called ‘Breadcrumbs’

You can send a message via email or within Moodle. If you wish to send a PRIVATE message:

Click ‘Send a message’.

**Step 4**

Type your message (check it before you send it, content, grammar and spelling)

Click ‘Send message’.
Communicating with your teacher and classmates

Step 5

Once the Message is sent - you will see a record of your message.

03:18 PM: Hello, I am Picasso's fans