

The screenshot shows the Moodle 'Navigation' block on the left side of a course page. The 'Navigation' block is highlighted with a blue header. Below it, a list of course items is shown. The 'Participants' link under the 'ACT-3367-1 (CRN: 11)' course is highlighted with a red box. To the right of the navigation block, there is a 'News for' section with dates: '1 September', '8 September', and '15 September'.

## Step 1

Find the 'Navigation' block on the left hand side.

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

## Participants

My courses: ACT-3367-1 (CRN: 11) | Inactive for more than: Select period | User list: Brief

Current role: All participants

### All participants: 9

First name: All 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  
Surname: All 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

User picture	First name / Middle name / Surname	City/town	Country	Last access to course
	Ka Man CHIU	Hong Kong	Hong Kong	now
	Sheung Lim william CHAN	Hong Kong	Hong Kong	57 days 8 hours
	Yuen Ying TSANG	Hong Kong	Hong Kong	Never
	Chak Fai WONG	Hong Kong	Hong Kong	Never
	Zhangming ZHENG	Hong Kong	Hong Kong	Never
	Zidi ZHANG	Hong Kong	Hong Kong	Never
	Lai Yin Tedmond TANG		Hong Kong	Never
	Cheryl FOK	Hong Kong	Hong Kong	Never
	Hoi Ting CHEUNG	Hong Kong	Hong Kong	Never

## 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



**Yuen Ying TSANG**

[Message](#)

#### User details

**Country**  
Hong Kong

**City/town**  
Hong Kong

**Student/Staff ID**  
[Redacted]

#### Course details

**Course profiles**

- Financial Statement Analysis
- Intermediate Accounting I
- Global Business Environment
- Managerial Accounting
- Statistics in Modern Society
- Underst. Invest. in St. Mkt
- Understanding Morality

**Roles**  
Student

#### Miscellaneous

[View all blog entries](#)  
[Forum posts](#)  
[Forum discussions](#)

#### Login activity

**Last access to course**  
Never

## Step 3

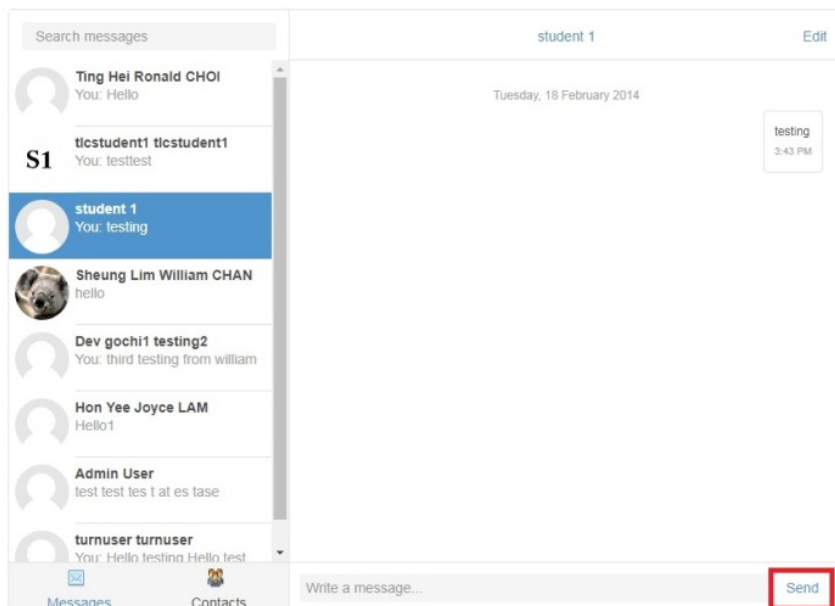
You will see the profile of that person, their roles and courses they are enrolled in.

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

You can send a message within Moodle, if you wish to send a Private message.

Click **‘Message’**.

## Messages



The screenshot shows the Moodle Messages interface. On the left is a list of messages from various users, including Ting Hei Ronald CHOI, student 1, Sheung Lim William CHAN, Dev gochi1 testing2, Hon Yee Joyce LAM, Admin User, and turnuser turnuser. The selected message is from 'student 1' with the content 'testing' sent at 2:43 PM on Tuesday, 18 February 2014. At the bottom, there is a text input field labeled 'Write a message...' and a 'Send' button, which is highlighted with a red box.

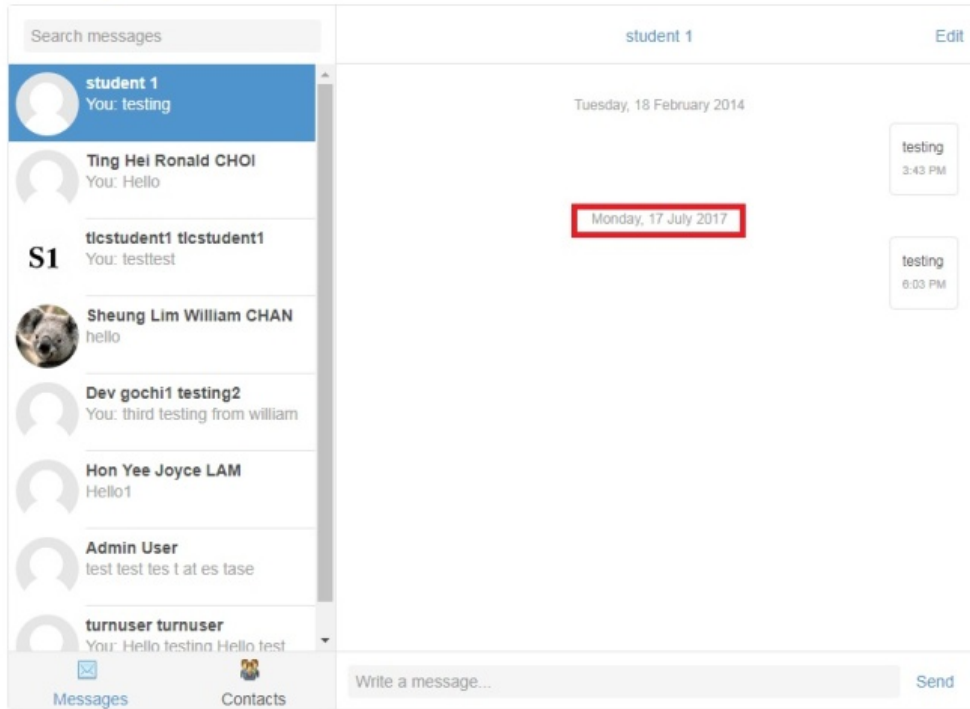
## Step 4

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

Click **‘Send message’**.



## Messages



The screenshot shows the Moodle Messages interface. On the left is a list of messages from various users, including 'student 1', 'Ting Hei Ronald CHOI', 'ticstudent1', 'Sheung Lim William CHAN', 'Dev gochi1', 'Hon Yee Joyce LAM', 'Admin User', and 'turnuser'. The main area displays a conversation with 'student 1'. The message history shows a date separator for 'Tuesday, 18 February 2014' and a message 'testing' at '3:43 PM'. Below this is a date separator for 'Monday, 17 July 2017', which is highlighted with a red box, and another message 'testing' at '6:03 PM'. At the bottom, there is a text input field 'Write a message...' and a 'Send' button.

## Step 5

Once the Message is sent, you will see the record of your conversation immediately.

