



# **Moodle 3.0**

## **Student Orientation**

### **Messaging in Moodle**

*Welcome to the new Moodle at  
Glendale Community College*

GCC demo student2 

 **demo student2**

Dashboard Customise this page


**NAVIGATION** ☰ ☰

**Dashboard**

- Site home
- Site pages
- My courses
  - Test Course - clantz

**COURSE OVERVIEW** ☰ ☰

### Test Course - clantz

 You have upcoming chat sessions



**PRIVATE FILES** ☰ ☰

No files available

[Manage private files...](#)

**ONLINE USERS** ☰ ☰

(last 5 minutes)

-  demo student2
-  Connie Lantz ✉

**LATEST BADGES** ☰ ☰

You have no badges to display

**CALENDAR** ☰ ☰

April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To send a message to your instructor or a classmate in Moodle, you would first log in to your main Moodle dashboard.

GCC

demo student2

demo student2

Dashboard

Dashboard

NAVIGATION

- Dashboard
- Site home
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- My courses
  - Test Course - clantz

COURSE OVERVIEW

### Test Course - clantz

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Manage private files...

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In the upper right hand corner of the page, click on the drop-down menu and choose “Messages”.

The screenshot shows the GCC Messages interface. At the top left, the logo 'GCC' is visible. In the top right corner, the user is identified as 'demo student2' with a small profile icon. Below the logo, there is a profile picture of a woman and the name 'demo student2'. A breadcrumb trail shows 'Dashboard' and 'Messages'. On the left side, there is a 'NAVIGATION' panel with options: 'Dashboard', 'Site home', 'Site pages', and 'My courses'. The main content area is titled 'Message navigation:' and includes a dropdown menu currently set to 'Contacts', with the text 'Contact list empty' below it. To the right of this is a search bar containing the text 'Connie Lantz' and a button labeled 'Search people and messages' with a link to 'Advanced'. Below the search bar, it says 'Users found: 1' and lists 'Connie Lantz' with a small profile icon, a plus sign, a lock icon, and a trash icon. Below this, it says 'Messages found: 0'. At the bottom of the page, there is a footer that reads 'You are logged in as demo student2 (Log out)' and a 'Home' link. Two large red arrows are overlaid on the image: one points to the search bar, and the other points to the 'Connie Lantz' entry in the 'Users found' list.

Now, you can search for the name of the person you are sending the message to in the “Search people and messages” field by typing it there. Now click on the “Search people and messages” button. The name will appear in the “Users found” area. Click on the name to send a message. Add them as a contact by clicking on the plus sign next to their name.

GCC demo student2 



## demo student2


[Dashboard](#) ▶ [Messages](#) ▶ [Connie Lantz](#)


**NAVIGATION**

- [Dashboard](#)
- [Site home](#)
- ▶ [Site pages](#)
- ▶ [My courses](#)

Message navigation:  
Contacts


**Online contacts (1)**

-  [Connie Lantz](#) ✕ 🔒 🗨️



demo student2

↔




Connie Lantz

[Remove contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)


(No messages were found)


Message



You are logged in as [demo student2](#) ([Log out](#))  
[Home](#)

This will bring up the “Message” field. Type your message and click the “Send” button. Notice that the person is now listed as a contact.

GCC demo student2 

 **demo student2**

[Dashboard](#) ▶ [Messages](#) ▶ [Connie Lantz](#)

**NAVIGATION** ☰ ☲


[Dashboard](#)



- ▀ [Site home](#)
- [Site pages](#)
- [My courses](#)

Message navigation:

Contacts ▼

**Offline contacts (1)**

 [Connie Lantz](#) ✕ ⌂

 ↔   
**demo student2** ↔ **Connie Lantz**  
[Remove contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

**Wednesday, 13 April 2016**

*3:05 PM:* Hi Connie, I am looking forward to this class!  
~Demo

Message

[Send message](#)

You are logged in as [demo student2](#) ([Log out](#))  
[Home](#)

Once you have typed your message and clicked send, it will appear above the Message field.

GCC

Connie Lantz

Dashboard > Messages

**NAVIGATION**

- Dashboard
  - Site home
  - Site pages
  - My courses

**ADMINISTRATION**

- Site administration

Message navigation:  
Unread messages (1)  
Contact list empty  
Unread messages (1)  
Incoming contacts (1)


[demo student2 \(1\)](#)


(These messages are from people who are not in your contact list. To add them to your contacts, click the "Add contact" icon next to their name.)

[Moodle Docs for this page](#)

You are logged in as [Connie Lantz](#) (Log out)  
[Home](#)

Switching to the instructor Moodle log in page, we see that when we click on “Messages”, we have a message from Demo Student. The message navigation drop-down tells us how many messages we have and if they have been read. Clicking on the name of the sender will open the message window.

GCC Connie Lantz 



## Connie Lantz

[Dashboard](#) ▶ [Messages](#) ▶ [demo student2](#)

### NAVIGATION

[Dashboard](#)

- Site home
- Site pages
- My courses


### ADMINISTRATION


Site administration

Message navigation:


Contacts

**Online contacts (1)**

 demo student2



Connie Lantz



demo student2

[Remove contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

**Wednesday, 13 April 2016**


**3:05 PM:** Hi Connie, I am looking forward to this class!  
~Demo


**Message** Yes, Demo, it looks like a great course!  
~Connie

[Moodle Docs for this page](#)

You are logged in as [Connie Lantz \(Log out\)](#)

Here we see the original message sent by the student. We can reply by typing in the “Message” field and clicking “Send message”

GCC Connie Lantz 



## Connie Lantz

[Dashboard](#) > [Messages](#) > [demo student2](#)

### NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses


### ADMINISTRATION


- Site administration

Message navigation:

Contacts

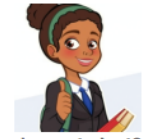
Offline contacts (1)

 demo student2



Connie Lantz

↔



demo student2

[Remove contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

### Wednesday, 13 April 2016

3:05 PM: Hi Connie, I am looking forward to this class!  
~Demo

3:12 PM: Yes, Demo, it looks like a great course!  
~Connie

Message

[Moodle Docs for this page](#)

You are logged in as [Connie Lantz](#) (Log out)

In the Contacts area notice that Demo student is shown as Offline. The symbol buttons after her name indicate that you can block this contact, mute this contact or see the message history.

GCC

Connie Lantz

Dashboard > Messages > demo student2

**NAVIGATION**

- Dashboard
  - Site home
  - Site pages
  - My courses

**ADMINISTRATION**

- Site administration

Message navigation:

Contacts

Offline contacts (1)

- demo student2

Connie Lantz ↔ demo student2

Remove contact | Block contact

All messages | Recent messages

**Wednesday, 13 April 2016**


3:05 PM: Hi Connie, I am looking forward to this class!  
~Demo


3:12 PM: Yes, Demo, it looks like a great course!  
~Connie

Message

Send message

In order to set your messaging preferences, click on the drop-down in the upper right-hand corner of the page and choose, “Preferences”.

GCC Connie Lantz 



## Connie Lantz

[Dashboard](#) > [Preferences](#) > [User account](#) > [Messaging](#)

**NAVIGATION** ☰ ☱

Dashboard

- ▀ Site home
- ▀ Site pages
- ▀ My courses

**ADMINISTRATION** ☰ ☱


▀ Site administration

Search

### Configure notification methods for incoming messages

System	Popup notification	Email
<b>Notices about minor problems</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Important errors with the site</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Available update notifications</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Personal messages between users</b>		
When I'm logged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Backup notifications</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Course creation request notification</b>		

You can set a wide array of options here for either popup notifications or email for your messages by clicking the boxes as shown.

GCC Connie Lantz 

**Warning when an incoming message could not be processed**

When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Confirmation that a message was successfully processed**

When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Event monitor	Popup notification	Email
<b>Notifications of rule subscriptions</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Jabber message**

The Jabber server hasn't been configured so Jabber messages cannot be sent

**Email**

Email format  
Pretty HTML format


**General settings**

- Beep when popup notification is displayed
- Prevent non-contacts from messaging me
- Temporarily disable notifications [?](#)

[Save changes](#) [Cancel](#)

[Moodle Docs for this page](#)  
You are logged in as [Connie Lantz](#) ([Log out](#))

At the bottom of the preferences page are more options you can choose. When you are done setting them, click “Save changes”.

GCC Connie Lantz 

**Connie Lantz**

**NAVIGATION**

- Dashboard
- Site home
- Site pages
- My courses

**ADMINISTRATION**

- Site administration

## Edit profile ▶ Expand all

▼ General

**Username\***

**Choose an authentication method**  ?

**Suspended account**  ?


The password must have at least 6 characters

**New password**   Unmask ?

**Force password change**  ?

**First name\***

**Surname\***


**Email address\***  

**Email display**  ▼

**City/town**



**Select a country**  ▼

The email that your messages will be sent to is the one listed here in your profile. It is recommended that you leave this as your “student.glendale.edu” email address.

Search Current Mailbox (...  Current Mailbox ▾

**All** Unread      By Date ▾    Newest ↓

◀ Today

**demo student2**    
New message from demo st... 3:05 PM  
Hi Connie, I am looking

▷ Yesterday

▷ Monday




▷ Last Week


▷ Two Weeks Ago


▷ Three Weeks Ago

▷ Last Month

▷ Older

 Reply    Reply All    Forward

 Wed 4/13/2016 3:06 PM  
**demo student2** <moodle2@glendale.edu>  
New message from demo student2

To Constance Lantz 

Hi Connie, I am looking forward to this class!  
~Demo

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This is a copy of a message sent to you at "GCC". Go to  
<http://moodle-9.glendale.edu/message/index.php?user=4&id=49791> to reply.

Your messages will appear in your email like this.



**If you need help, please contact the  
Moodle Help Desk  
for 24/7 anytime assistance  
818-240-1000 ext. 3457 option 3  
Or  
[Moodle Help Live Chat Center](#)**