Add a Message Block

Introduction:

The Message Block provides a space for the internal messages (email) which allows you to send and receive messages internally from students. Once the Messages Block is added, individuals can access the Messages in a course website.

Add Message Block

**Step 1:** To begin, click the Turn editing on after you have logged into your Moodle course website.

![Turn editing on](image)

**Step 2:** Click the Add..., from the Add a block section, assuming you are still on the edit mode.

![Add a block](image)
**Step 3:** Select **Messages** from the drop down menu.

The *Message Block* displays as shown below.

**Move a Block**

**Step 1:** Click the **Move** icon.
Step 2: Select the section you want to place the block.

The Block is placed as shown below.

Conclusion
We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.