Add People Block & Send Message

Introduction:
In this tutorial, you will learn how to add a People Block and send message to an entire class in your course website. The People Block contains a link to the list of the course participants.

Add People Block

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

Step 2: Click the Add..., from the Add a block section.

Step 3: Select People from the drop down menu
The *People Block* displays as shown below.

![Image of People Block](image)

**Send Message (Email) to an Entire class**

**Step 1:** Click *Participants*, from the drop down menu.

![Image of Participants](image)

*All participants page* will appear as shown below.

![Image of All participants page](image)
**Step 2:** Click **Select all**, to select all students in the class.

![Select all Deselect all]

**Step 3:** Click **Choose...** from the *with selected users* drop down menu.

![With selected users Choose...]

**Step 4:** Click **Send a Message**, from the drop down list.

![With selected users Choose... Choose... Send a message Add a new note Add a common note]

*The Message course users’ page will appear as shown below.*
Step 5: Enter **Message** in the field provided.

![Message body](Image)

The preview page appears as shown below.

**HTML format preview**

Welcome Students.

Step 6: Click **Preview**.

![Preview button](Image)

Step 7: Click **Update**, to edit message.

![Update button](Image)
Step 8: Click **Send message**, when finished.

![Send message button]

The message, **“Selected users have been messaged and the recipient list has been reset”** will appear as shown below.

```
Selected users have been messaged and the recipient list has been reset.
```
Back to participants list

**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.