Send Message (Email) to an Entire class

Introduction

In this tutorial, you will learn how to send a message (email) to an entire class.

Send Message (Email) to an Entire class

**Step 1:** To begin, click on My courses after logging into Moodle.

**Step 2:** Click the Drop down arrow of the desired course. In this tutorial we will use TLiTTC Training Course.

**Step 3:** Click Participants, from the drop down menu.
All participants page will appear as shown below.

![Participands List](image)

**Step 4:** Click **Select all**, to select all students in the class.

**Step 5:** Click **Choose…**, the drop down menu will appear.

**Step 6:** Click **Send a Message**, from the drop down list.
The *Message course users' page* will appear as shown below.

![Message course users' page](image)

**Step 7:** Enter **Message** in the field provided.
Step 8: Click **Send message**, when finished.

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

![Message Box]

**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.