

Notifications

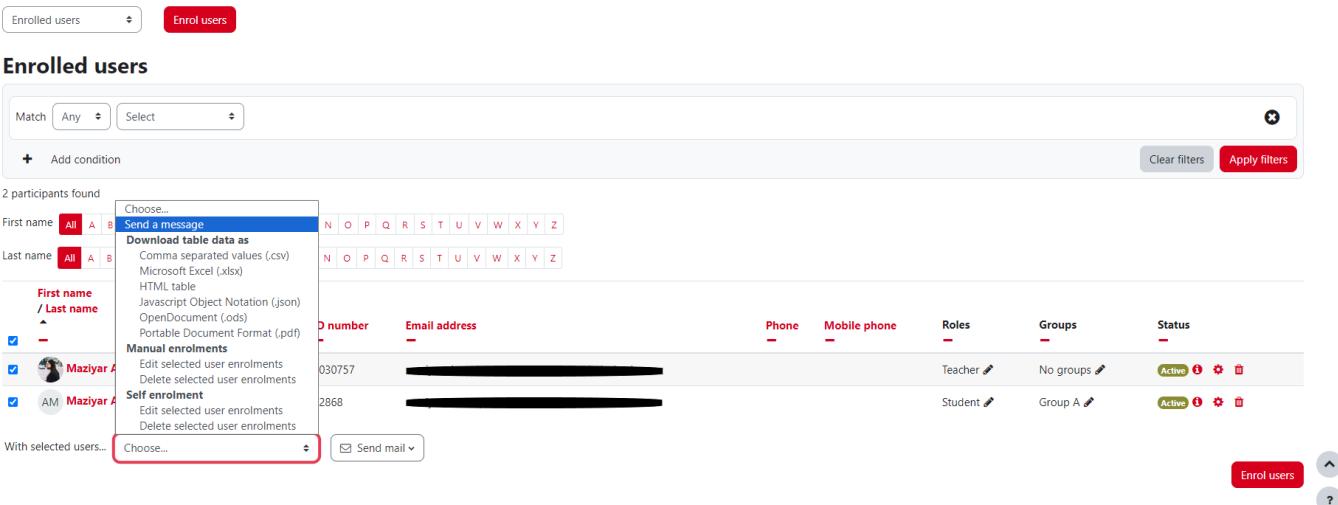
You can notify course participants in different ways.

In the [Forum](#) „**Announcements**“ or in a general forum everyone in the course room can read along. Personal messages  can be sent to single or multiple people. To be distinguished from this are notifications  that are triggered by events, e.g. by new posts in the forum.

Send notification

This is how you can send a  message to course participants:

1. In your course, go to „**Participants**“ in the navigation.
2. Select the relevant participants.
3. At the bottom of the window: „**With selected users...**“ select „**Send a message**“ in the drop-down menu.
4. Enter your message and confirm with „**Send message to (number) people**“.



The screenshot shows the 'Enrolled users' page in Moodle. At the top, there are buttons for 'Enrolled users' (dropdown), 'Enrol users' (button), 'Enrol users' (button), 'Clear filters' (button), and 'Apply filters' (button). Below this is a search bar with 'Match' dropdown set to 'Any' and 'Select' dropdown. A 'Add condition' button is available. The main table header includes columns for 'First name', 'Last name', 'First name / Last name', 'Email address', 'Phone', 'Mobile phone', 'Roles', 'Groups', and 'Status'. Two users are listed: 'Maziyar A.' and 'Maziyar A.'. Both users have 'Active' status and are in 'Group A'. The 'With selected users...' dropdown menu is open, showing options: 'Choose...', 'Send a message' (which is highlighted in blue), 'Download table data as' (with sub-options: Comma separated values (.csv), Microsoft Excel (.xlsx), HTML table, Javascript Object Notation (.json), OpenDocument (.ods), Portable Document Format (.pdf)), 'Manual enrolments' (with sub-options: Edit selected user enrolments, Delete selected user enrolments), and 'Self enrolment' (with sub-options: Edit selected user enrolments, Delete selected user enrolments). At the bottom of the table, there are buttons for 'Choose...' (dropdown), 'Send mail' (button), 'Enrol users' (button), and a help icon.

More about messaging on [moodle.org](#).

Notifications

Notifications  are triggered automatically and inform teachers, students and other users about events in Moodle, such as new forum posts or assignment submissions that need to be assessed. New notifications are displayed at the top right of the user menu with a number on the bell, new messages with a number on the message icon. Note that the number indicates the number of people who have sent you new personal messages and not the current number of new messages. You can set how you want to be informed about new notifications.

More about notifications on [moodle.org](#).

Moodle "Mail"

“Mail” is an extension of Moodle. With “Mail”, course-related messages can be sent to participants in Moodle. You can access it in the top menu bar next to the profile settings via the envelope icon.



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