



How to contact learners thru Moodle?

for Tutors

Open the Moodle platform and the module concerned.

The screenshot shows the Moodle platform interface for a course titled "IT Essentials". The browser address bar displays "open.ac.mu/oulearn/course/view.php?id=711". The left sidebar contains two main sections: "Administration" and "Navigation". The "Administration" section includes options like "Edit settings", "Turn editing on", "Course completion", "Users", "Filters", "Reports", "Gradebook setup", "Badges", "Backup", "Restore", "Import", "Reset", "Question bank", and "Repositories". The "Navigation" section is circled in red and includes "Dashboard". A red arrow points from the "Navigation" section to the text "Step 1: Scroll down to Navigation". The main content area shows the course "IT Essentials" with a welcome message and a list of resources: "MODULE SPECIFICATION SHEET (MSS)" and "Assignment". Below this, "UNIT 1" is displayed with resources "UNIT 1 Impact and History of Computers" and "Tutorial". A dropdown menu is open on the right, showing options like "Edit settings", "Turn editing on", "Course completion", "Filters", "Gradebook setup", "Backup", "Restore", "Import", "Reset", "Repositories", and "More...".

Step 1: Scroll down to Navigation

Course: IT Essentials

open.ac.mu/oulearn/course/vi

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - SSS
 - Tomal
 - Man_turn_2020
 - OUba013114/COMSKIL100_C12Y1S1_Feb_20
 - OUba013111 / IT1000_C12Y1S1_Feb 20**
 - Participants
 - Badges
 - Competencies
 - Grades
 - Download center
 - General
 - UNIT 1
 - UNIT 2
 - Zoom Meeting LINK
 - Topic 4
 - OUba013113_C12Y1S1_Feb 20

Step 2: Click on Participants

All learners enrolled in the module will be displayed

OUlearn Student Support Services Exam Library My courses Search courses

Dashboard > My courses > OUba013111 / IT1000_C12Y1S1_Feb 20 > Participants

Participants





No filters applied

Search keyword or select filter

Number of participants: 42

























First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	 [Redacted]	202001806@learner.open.ac.mu	Learner	No groups	7 days 20 hours	Active
<input type="checkbox"/>	 [Redacted]	202000475@learner.open.ac.mu	Learner	No groups	1 day 4 hours	Active
<input type="checkbox"/>	 [Redacted]	202000249@learner.open.ac.mu	Learner	No groups	5 days 19 hours	Active
<input type="checkbox"/>	 [Redacted]	202000191@learner.open.ac.mu	Learner	No groups	2 days 1 hour	Active

Step 3: Scroll down on the same page.

After scrolling down

<input checked="" type="checkbox"/>			t.chadeea@open.ac.mu	No roles 	No groups	57 secs	Active 
<input checked="" type="checkbox"/>			202000354@learner.open.ac.mu	Learner 	No groups	2 days 5 hours	Active 
<input checked="" type="checkbox"/>			202000166@learner.open.ac.mu	Learner 	No groups	4 days 1 hour	Active 
<input checked="" type="checkbox"/>			201905590@learner.open.ac.mu	Learner 	No groups	Never	Active 
<input checked="" type="checkbox"/>			202001113@learner.open.ac.mu	Learner 	No groups	Never	Active 
<input checked="" type="checkbox"/>			202000767@learner.open.ac.mu	Learner 	No groups	18 days 17 hours	Active 

Show 20 per page

Select all

Deselect all

With selected users...

✓ Choose...


Send a message

Add a new note

Download table data as

Comma separated values (.csv)

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 <http://www.open.ac.mu>

 university@open.ac.mu

01:2015.

 [Moodle Docs for this page](#)

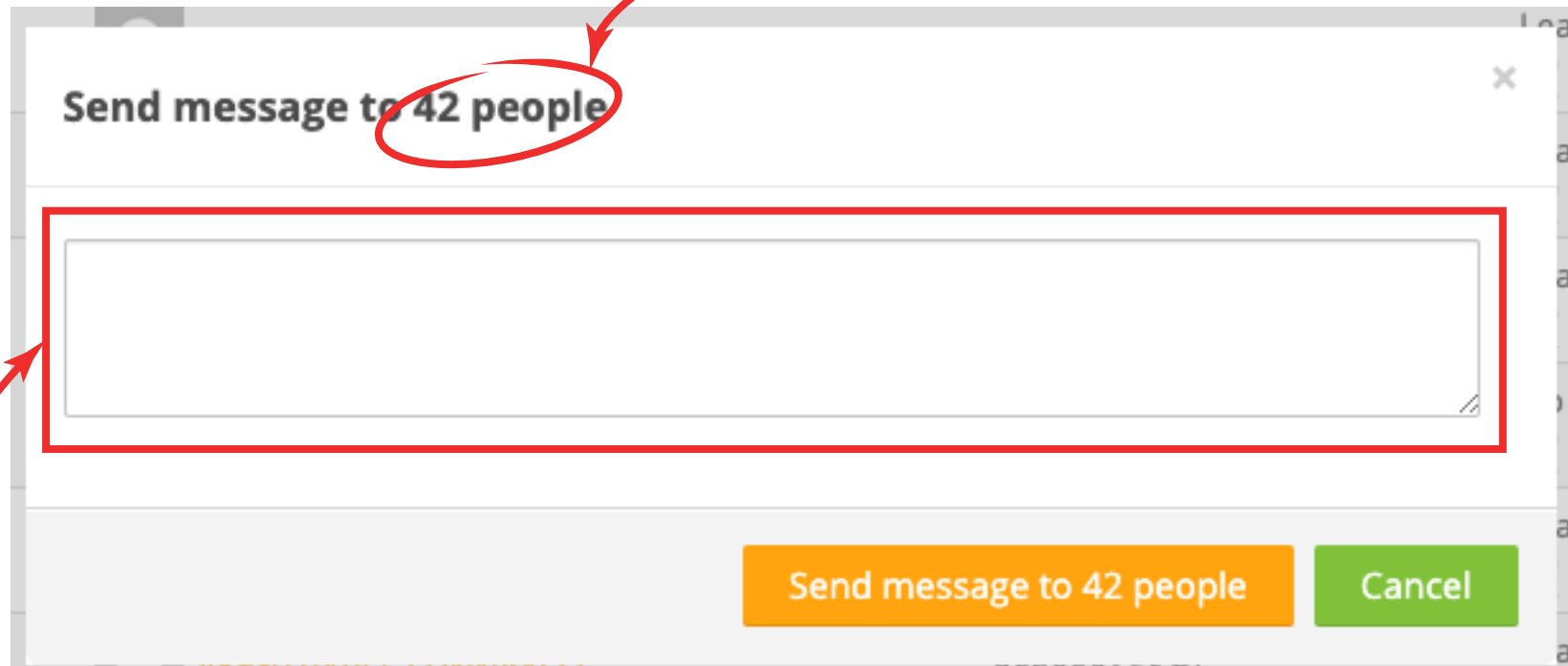


*Step 4: Click
on Select all*

Step 5: Click on Send a message

Sending the message

the number shown here is the number of learners enrolled in the module



The screenshot shows a dialog box titled "Send message to 42 people". The number "42" is circled in red, with an arrow pointing to it from the text "the number shown here is the number of learners enrolled in the module". Below the title is a large, empty text input field, which is outlined with a red rectangle. An arrow points from the text "Step 6: Write your intended message here. For example: Zoom Link, Classe rescheduling timings or any message your want to give to your learners." to this input field. At the bottom right of the dialog box are two buttons: "Send message to 42 people" (orange) and "Cancel" (green).

*Step 6: Write your intended message here.
For example: Zoom Link, Classe rescheduling timings or any message your want to give to your learners.*

Click Send to complete.

**More
Zoom tutorials
are available
here:**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

OR

<https://www.youtube.com/user/ZoomMeetings/videos>

Open University
of Mauritius



Thank You