Emailing students from Moodle

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There are two ways that an instructor may email a student via Moodle. They may use the Quickmail feature or they locate the list of enrolled users. Using either option will allow the instructor to email their entire class or specific students.

QUICKMAIL

If the Quickmail block is not available on an instructor's course, the block may be added by turning the editing on the homepage. Scroll down, until the Add a Block option is located on the left of the screen.

ADD A BLOCK	
Add	~
Logged in user	^
McGraw-Hill AAIRS	
Mentees	
Network servers	
Online users	
Pearson MyLab & Mastering	
People	
Private files	
Quickmail	
Random glossary entry	
Recent activity	
Recent blog entries	
Remote RSS feeds	
Respondus LockDown Browser	
Soarch forume	
Search forums	
Section links	
Section links Self completion	
Section links Self completion Tags	
Section links Self completion Tags TurningTechnologies	

1. Scroll down to the Quickmail option and select a "Compose New Email"

QUICKMAIL	- <
	⊕ ¢.
Compose New Email	
Signatures	
🏶 View Drafts	
View History	
Alternate Emails	
🏶 Configuration	

2. The option to select groups (if applicable) or select specific students. If no groups are created, one may simply select "Not in a Group" and all class members will be selected below in the "Potential Recipients" block. Once students are selected, click the "Add" button. These additions will be added to the "Selected Recipients" window.

NOTE: One may also select "Add All" to select all class members.



- 3. Type email and include any attachments of your choice.
- 4. Send Email.

Attachment(s)		Maximum size for new files: 128MB
		88 = 1
	L. Fies	
Subject *		
Massage		
Message		
	Path: p	
Signatures	No Signature	
Receive a copy 💮	● Yes ○ No	
	Send Email Save Draft Cancel	
	There are required fields in this form marked * .	

Administration Block

1. Locate the Administration Block on the homepage of the course.

ADMINISTRATION	- <
	Ф Ф°
 Course administration 	
🏶 Edit settings	
Turn editing off	
▼ Users	
Enrolled users	
Enrolment methods	
🧟 Groups	
Permissions	
🤱 Other users	
T Filters	
Reports	
🏶 Gradebook setup	
Coutcomes	
Badges	
🏦 Backup	
📩 Restore	
📩 Import	
Share	
Reset	
Question bank	

- 2. Select "Enrolled Users".
- 3. One should now see a list of instructors and students enrolled in the course.

NOTE: Instructors may locate students by First or Last names, view pages individually, search by keyword or filter, or show all students.

Participants

No filters applied																											
Search keyword or s	elec	t filt	ter \	•																					En	rol us	ers
Number of participants	s: 50)																									
First name All	А	В	С	DE	F	G	Н	T	J	K	L	М	Ν	0	Ρ	Q	R	s	Т	U	V	w x	Y	Z			
Surname All	А	в	С	DE	F	G	Н	T	J	K	L	М	Ν	0	Ρ	Q	R	s	Т	U	V	w x	Y	Z			
Page: 1 2 3 (Next)																											
First name																						Last a	acc	ess			
Select / Surname		Er	mai]	lado	res	S								Ro	les				Gro =	ups	5	to co	urs	e	Stat _	us	
														Stu	ıde	nt			No grou	ıps	1	5 day hours	s 1	0	Acti	ve 🛈	÷
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														Stu	ıdei	nt			No grou	ıps		1 day hours	13		Acti	ve (i	\$
														Stu	ıde	nt			No grou	ıps	:	28 da hours	ys	18	Acti	ve (i	¢

Page: 1 2 3 (Next)

First name	All	А	В	С	D	Е	F	G	Н	T	J	Κ	L	М	Ν	0	Ρ	Q	R	s	Т	U	۷	W	Х	Y	Ζ
Surname	All	А	В	С	D	Е	F	G	Н	I.	J	Κ	L	М	Ν	0	Ρ	Q	R	s	Т	U	۷	W	Х	Y	Ζ

Show all 50

4. Once may email a student individually (by checking the box to the left of the student's name) or select all.

٦	Student 🧷	No groups	5 days 10 hours	Active (i)
٦	u. Student 🖉	No groups	6 days 13 hours	Active (i)
	Student 🖉	No groups	10 hours 24 mins	Active ©
	Student 🖉	No groups	9 hours 29 mins	Active (i)
	Student 🖉	No groups	17 hours 32 mins	Active (i)
٦	Student 🖉	No groups	1 day 13 hours	Active (i) 🕸 🗙
	Student 🖉	No groups	28 days 18 hours	Active (i) I X
	Student 🧷	No groups	3 days 16 hours	Active (i) III (ii) (iii) (iii
٦	Student 🖉	No groups	3 days 19 hours	Active (i)
Ξ	Student 🥖	No groups	16 hours 45 mins	Active © ⊉ X
-	Student of	No	2 days 18	Active (i)

Select all 50 users	Select all users on this page	Deselect all	?
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5. After selecting student(s), locate the drop box by scrolling down.

With selected users...



- 6. Select "Send a message".
- 7. Type your message in the message box.

Send message to 2 people	×
Send message to 2 people Cancel	

8. Send the message.