

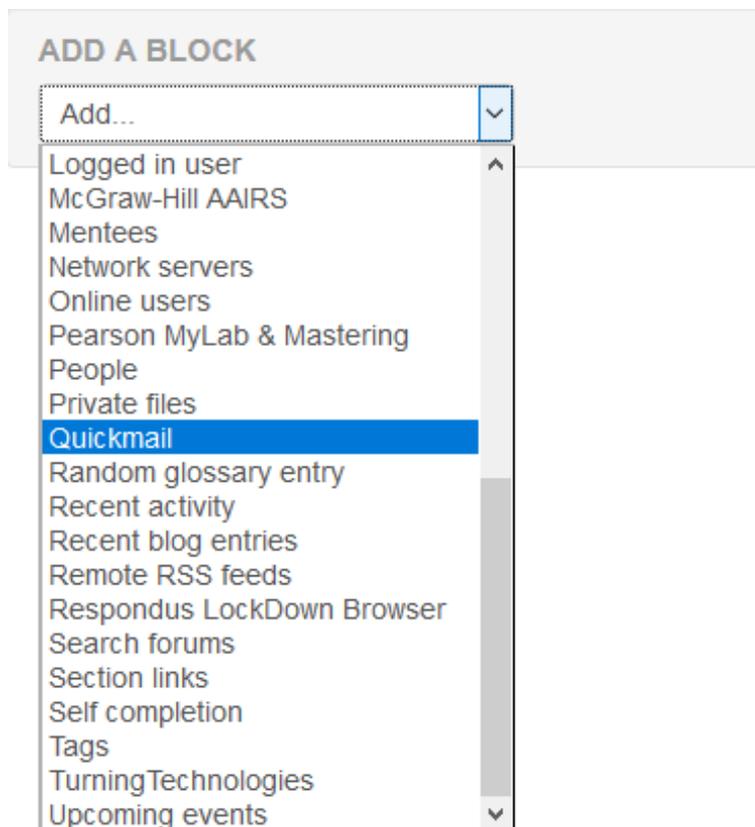
Emailing students from Moodle

Last Modified on 11/27/2018 1:24 pm EST

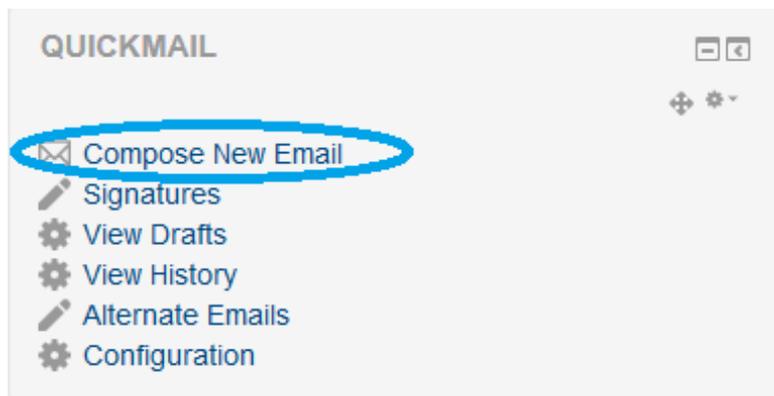
There are two ways that an instructor may email a student via Moodle. They may use the Quickmail feature or they locate the list of enrolled users. Using either option will allow the instructor to email their entire class or specific students.

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.



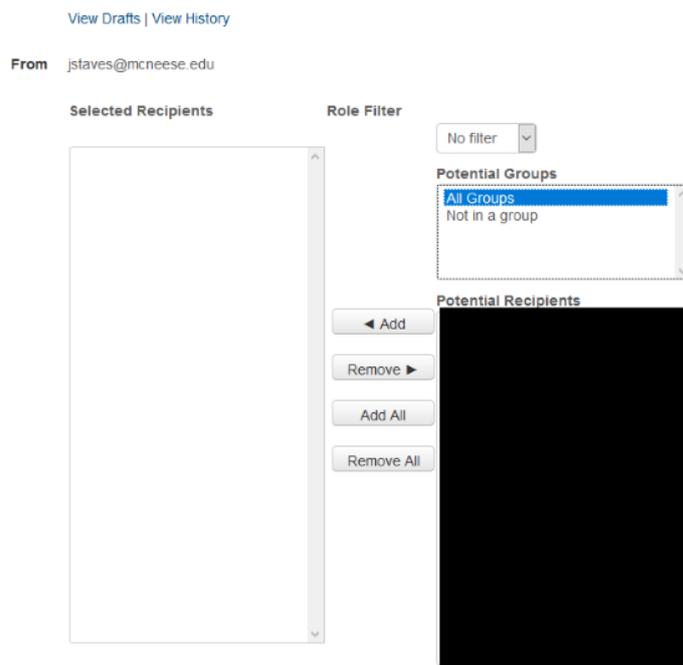
1. Scroll down to the Quickmail option and select a "Compose New Email"



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.

Quickmail



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

Attachment(s) Maximum size for new files: 128MB

Files

Subject *

Message

Paragraph **B** *I*       

Path: p

Signatures No Signature

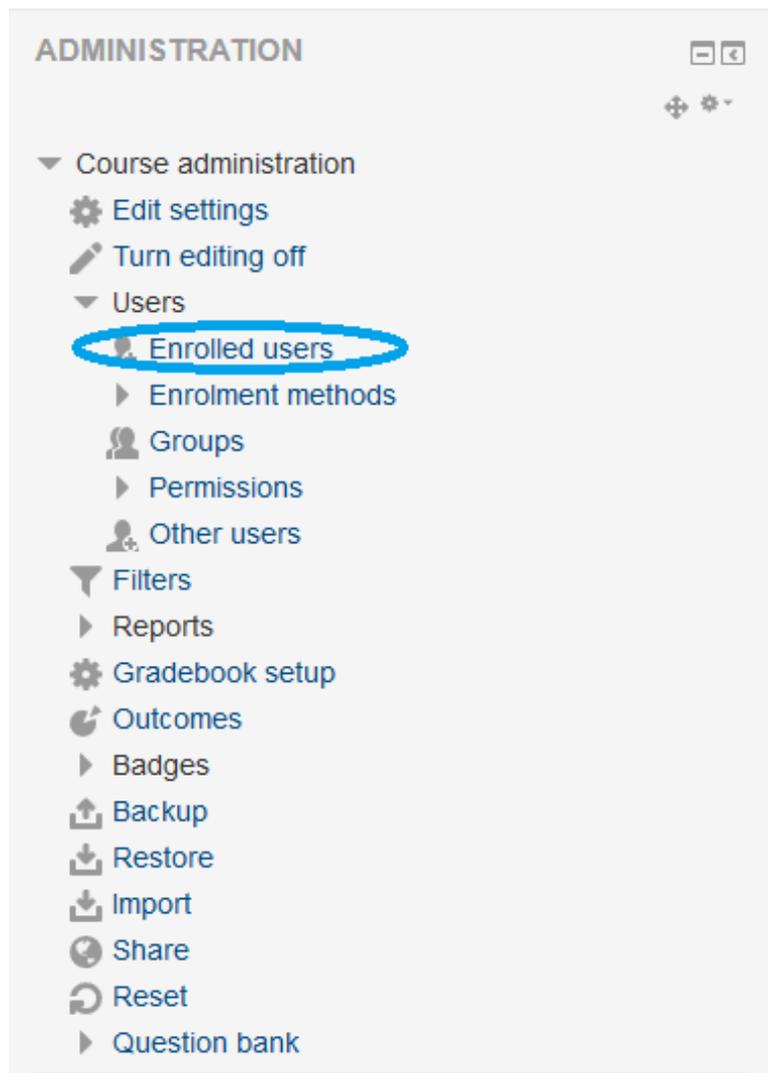
Receive a copy  Yes No

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.



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

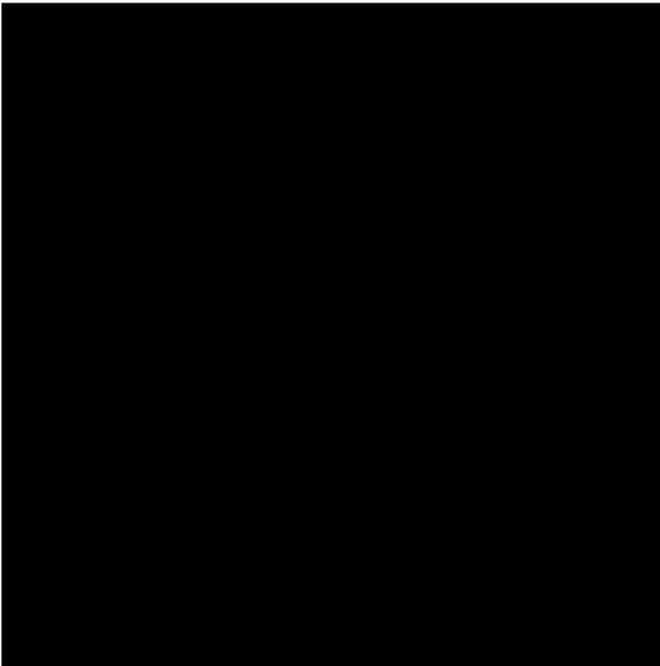
Search keyword or select filter ▼

Enrol users

Number of participants: 50

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

Page: 1 2 3 (Next)

First name ▲		Last access			
Select / Surname	Email address	Roles	Groups	to course	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					
		Student	No groups	5 days 10 hours	Active
		Student	No groups	6 days 13 hours	Active
		Student	No groups	10 hours 24 mins	Active
		Student	No groups	9 hours 29 mins	Active
		Student	No groups	17 hours 32 mins	Active
		Student	No groups	1 day 13 hours	Active
		Student	No groups	28 days 18 hours	Active

Page: 1 2 3 (Next)

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

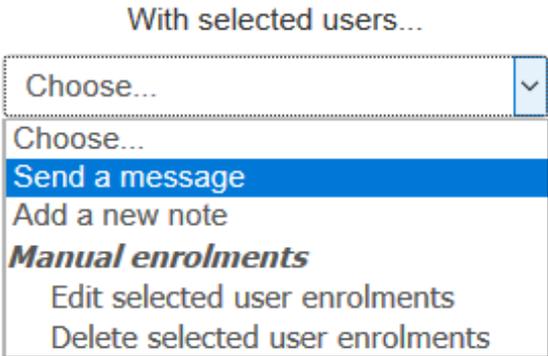
Show all 50

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

Student	No groups	5 days 10 hours	Active
Student	No groups	6 days 13 hours	Active
Student	No groups	10 hours 24 mins	Active
Student	No groups	9 hours 29 mins	Active
Student	No groups	17 hours 32 mins	Active
Student	No groups	1 day 13 hours	Active
Student	No groups	28 days 18 hours	Active
Student	No groups	3 days 18 hours	Active
Student	No groups	3 days 19 hours	Active
Student	No groups	18 hours 45 mins	Active
Student	No groups	2 days 18 hours	Active

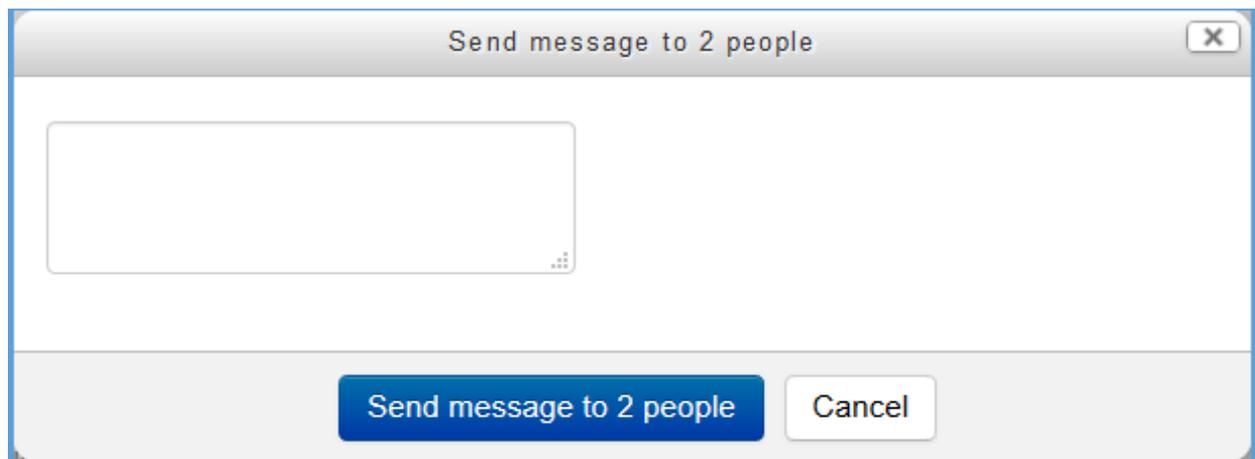
Select all 50 users Select all users on this page Deselect all ?

5. After selecting student(s), locate the drop box by scrolling down.



6. Select "Send a message".

7. Type your message in the message box.



8. Send the message.
