

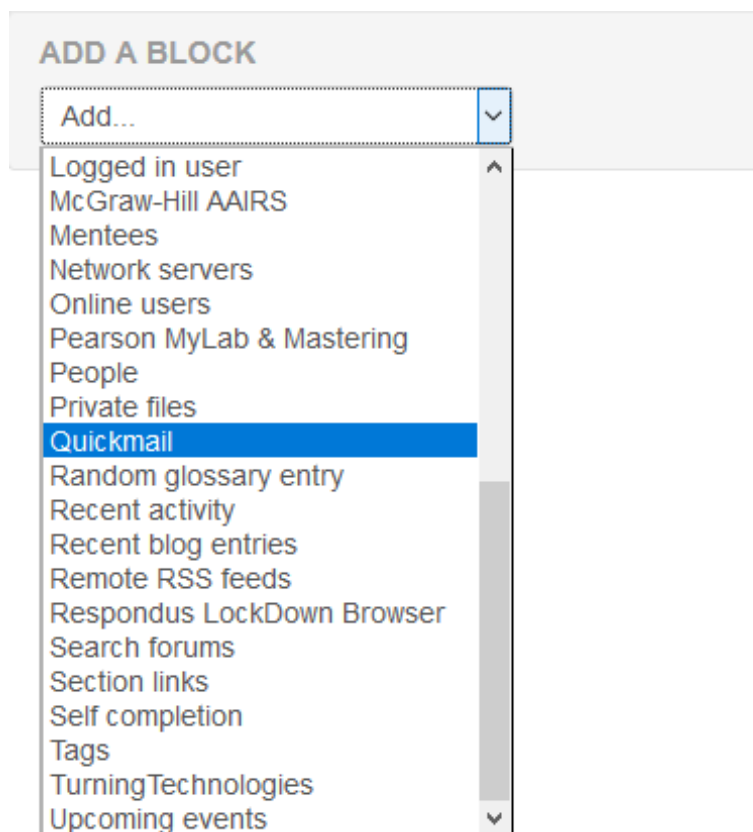
# Emailing students from Moodle

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

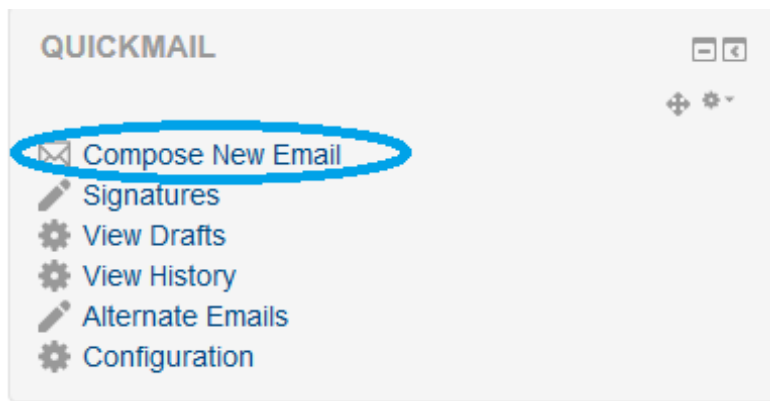
There are two ways that an instructor may email a student via Moodle. They may use the Quickmail feature or they locate the list of enrolled users. Using either option will allow the instructor to email their entire class or specific students.

## 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.



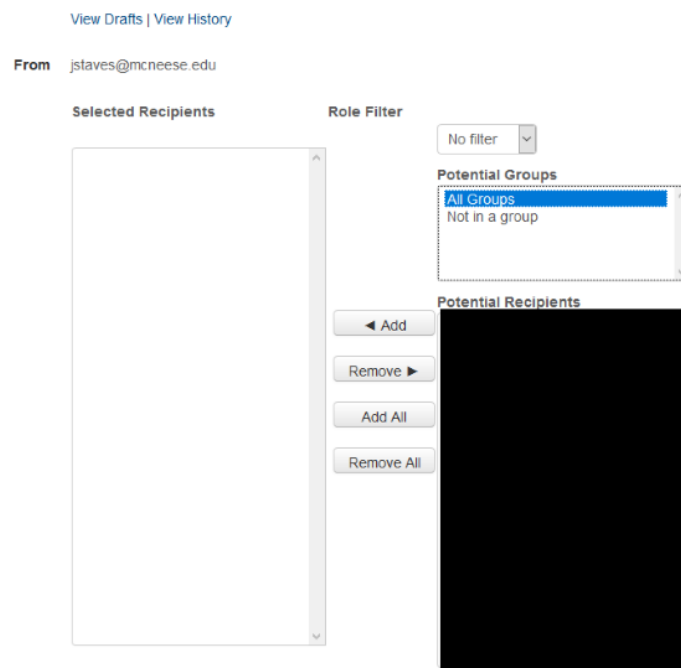
1. Scroll down to the Quickmail option and select a "Compose New Email"



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



Path: p

Signatures No Signature

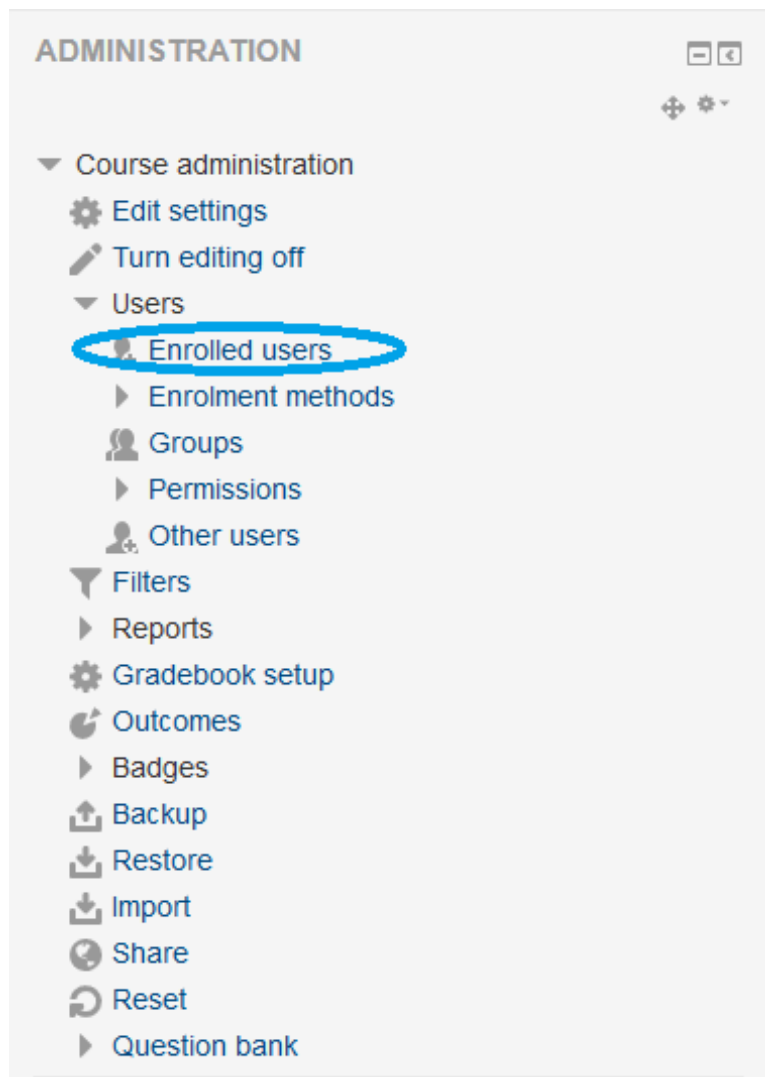
Receive a copy ? ☒ Yes ☐ No

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

AllA 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

AllA 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 ▲		Email address	Roles	Groups	Last access to course	Status
Select	/ Surname					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<div></div>			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

AllA 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

AllA 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

4. 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 28 mins	Active
Student	No groups	17 hours 32 mins	Active
Student	No groups	1 day 13 hours	Active
Student	No groups	26 days 18 hours	Active
Student	No groups	3 days 18 hours	Active
Student	No groups	3 days 19 hours	Active
Student	No groups	16 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.

With selected users...

Choose...

Choose...

Send a message

Add a new note

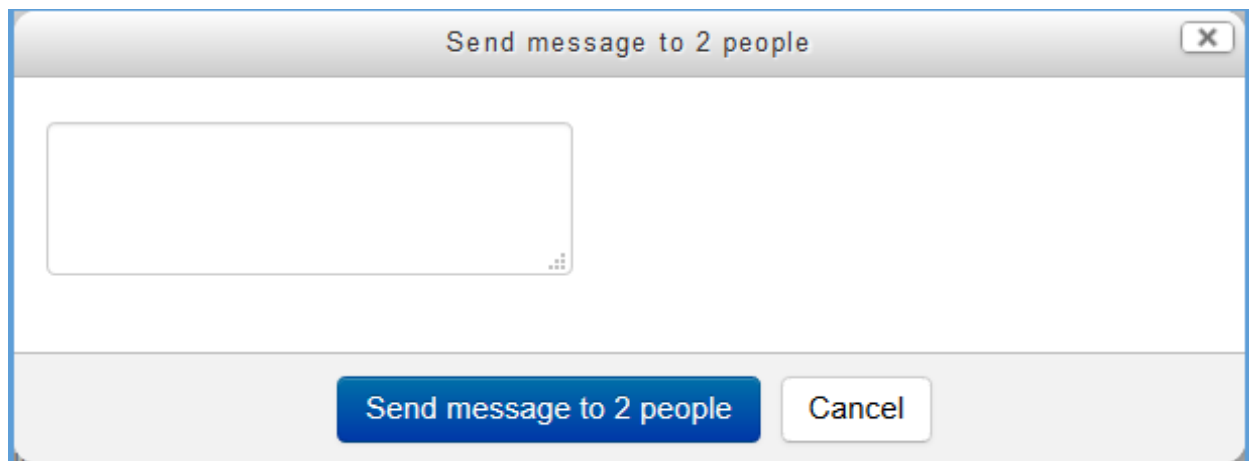
**Manual enrolments**

Edit selected user enrolments

Delete selected user enrolments

6. Select "Send a message".

7. Type your message in the message box.



8. Send the message.

---