How to send students on your module an email

Moodle Help & Support

This refers to Moodle 3.2 from September 2017 onward

How to send the students on your module an email

Moodle gives you the ability to send an email message to all the students who are enrolled on your module. The email message will be sent to the email address in the student's profile which has been fixed to the student's University of Nottingham student email address.

To contact all students in the module using Announcements or (same thing) the Latest Announcements block

The best way to send a message to all your students (all students in a module) is to create an Announcement - EITHER by clicking on the

forum at the top of the module, OR by creating an Announcement in the **Latest Announcements** block.

- The **Latest Announcements** block is available in every module (If it is not visible, click on the **Turn editing on** button, find the **Add A Block** block and select **Latest Announcements** from the drop-down menu).
- It puts a post in the News forum which will remain for ever
- It adds a notification in the Latest News block (this will show only the most recent posts)
- It will go out by email to all participants (including staff) and they cannot unsubscribe

To send a message to all participants

NOTE: To send a message it is necessary that the

forum is visible to students (not greyed out: click Edit Settings and check that Show is chosen)

1. Go into your module
2. Click on "*Announcements*" (or go to the **Latest Announcements** block)
3. Click on the **Add a new topic** button (or hyperlink if in the **Latest Announcements** block)
4. Type a **Subject** and type your **Message**
5. Add an attachment if you wish
6. Click on the **Post to forum** button

The message:

- Appears as a post in the forum
- Is featured in the **Latest Announcements** block on the right
- **Is sent as an email to all students and other participants**

You can choose to "Send forum post notifications with no editing-time delay" or - if left unticked, Moodle will give you 30 minutes in which you can edit the text (useful for bad typists!).

The time of receipt still depends on the user's profile settings for one at a time or digest.

Information about the email

The email is sent FROM the Moodle system – and it will have the module code in the Subject.

It is not sent from your personal email address (so you will not see a copy in your Sent items). You (or your students) can re-read the message at any time by visiting the News Forum.

However it does have your personal email in the REPLY TO field which means that students can respond by email directly to you. It is up to you whether you enter into a private correspondence or post the answers back in the module for all to see.

NOTE: You can manage the emails you get from Moodle

This is the best option if:

- You want to be sure everyone gets the message
- The message contains information that students will need to save or read again "Change of seminar room to C30, Physics Building"
- You want the message to be easily found if people need to come back to it

NOTE: If the message needs action within 24 hours, students set to digest may not receive it in time. This method should not be used for urgent or emergency announcements (use mail through SATURN for those).

How the student receives the email depends on their settings. They may receive each individual announcement email separately, or, it if this is set in their profile (and it is default for students), all announcements and forum alerts are bundled up in one email Digest per day. Remind students to check all emails with the subject heading "moodle.Nottingham Forum Digest". These emails arrive at the end of the day (around 5 pm) so students may not receive an email until up to 24 hours after you post it.

Option 2: Use the participants list

The best way to send a message to students is to email them via the Announcement forum. However, you can also send a message to individual s

You can use the Participants list to send a Moodle message.) In the Participants list, select the tickbox next to one or more students and at the bo

This is more like a TEXT MESSAGE.
This process sends a message to each student. They receive it in one of the following ways:

1. If they are ONLINE it pops up as a message and goes into their Messages folder.

2. If they are OFFLINE then it goes into their messages folder and is sent as an email.

3. It is possible for individuals to change their preferences on how to receive messages so these defaults (1 and 2 above) may have changed. Som

Note:
 There is NO subject or module context on the message – is it sent from one person (e.g., a module convenor) to another (student) so you should
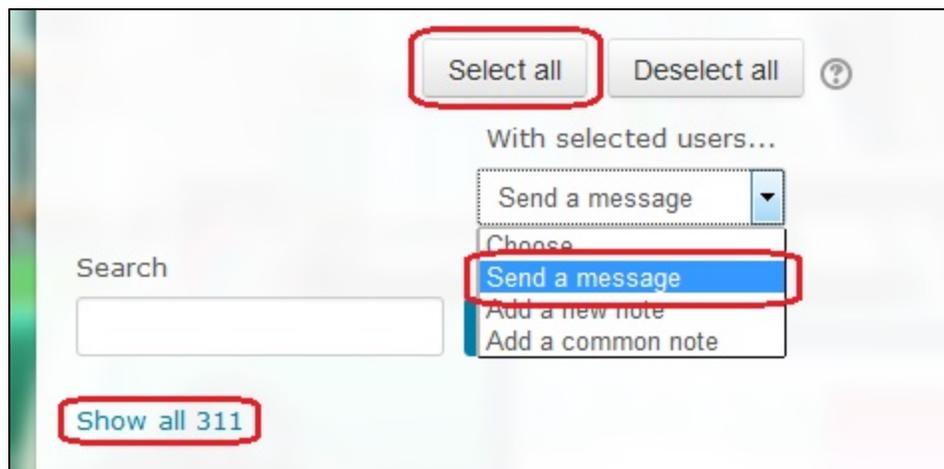
This is the best option if:

- You want to send a quick personal message
- The message is informal, quickly read and does not need to be kept
- You don't need the message to be easily found, as people are unlikely to need to read it again

To send a message to certain participants:

- Navigate to the module (that the students are enrolled on) that you want to email. Under the Navigation area select participants.

- A new screen will load listing the first 20 students on this module. If you want to email all of the

students on this module then you will need to bring up all of the students on the one screen.

- You can do this by clicking the hyperlink at the bottom saying **S how all xxx** – in this case xxx = 311.

- Once you have the new longer screen loaded you can then click on the **Select all** button, and then choose "send a message" from the drop down list (see below).

Select all   Deselect all   ⦾

With selected users...

Send a message   ▼

Choose
Send a message
Add a new note
Add a common note

Search

Show all 311

Composing the email

- A new screen will load into which you can compose your email (shown below). You are able to see the email address that Moodle will send this message to.

Please note that the email will appear to come from your University of Nottingham email address. Therefore if a student replies to your email then it will go directly into your University email account.