Sending a message to students (Announcements / News)

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Learning Technology Section
Adobe Connect Training Course June 2013

Background (1: Adobe Connect course)
The Adobe Connect training course is entirely online. We wanted to inform all participants about an Adobe Connect event so that they could experience one before the course starts. Students (participants) were already enrolled.

What we did (1: Adobe Connect course)
We used the News Forum (often now called Announcements) via the Latest News block. We typed in a message which was sent by email to all students.

How it worked (1: Adobe Connect course)
• The email was sent FROM the Moodle system – and it will have the module code in the Subject.
• It went to some students after 30 minutes, and some at the end of the day. Editing teachers and students (participants) can re-read the message at any time by visiting the News Forum.
The Sender’s personal email is in the REPLY TO field which means that students can respond by email directly to sender.

How it was received by students (1: Adobe Connect course)

Students cannot turn off News Forum / Announcements

Users can edit their preferences in their profile settings to choose

- One email at a time OR
- Digest of all emails – once per day at around 5 pm (can have just Subjects or full post content)

How to edit email preferences: In your profile

<table>
<thead>
<tr>
<th>Email digest type</th>
<th>No digest (single email per forum post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum auto-subscribe</td>
<td>Complete (daily email with full posts) Subjects (daily email with subjects only)</td>
</tr>
<tr>
<td>Email display</td>
<td>Allow only other module members to see my email address</td>
</tr>
<tr>
<td>Email format</td>
<td>Pretty HTML format</td>
</tr>
<tr>
<td>First name</td>
<td>Helen</td>
</tr>
<tr>
<td>Surname</td>
<td>Whitehead</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:cczhmww@exmail.nottingham.ac.uk">cczhmww@exmail.nottingham.ac.uk</a></td>
</tr>
</tbody>
</table>

Individual emails look like this:

Some Adobe Connect webinars to check out before the course
by Admin Helen Whitehead - Monday, 17 June 2013, 12:26 PM

Just to let you all know some examples of Adobe Connect webinars that you might want to check out before you join us for the course starting in July.

Firstly there is a Moodle Bytes Webinar taking place this Friday 21st June – it’s on Quizzes, but even if you don’t need to know about Moodle Quizzes you might be interested just to see a typical webinar – and this one is short, in a series that isn’t usually more than 30 minutes. 12.30 on Friday at http://uni-of-nottingham.adobeconnect.com/moodle

Secondly you might also like to see a recording of a webinar I did with the Vice Chancellor David Greenaway as part of the Perspectives on Sustainability NOOC. This recording can be viewed at any time, but takes a little while to load so use a fast connection and be patient! You will need Flash Player 10.3 or above so now is a good time to check you have this (and sorry, it won’t be available on mobile devices). https://uni-of-nottingham.adobeconnect.com/\_a908729032/p9s14kjox0rz/

regards

Helen & Sally

Reply
See this post in context

The Digest looks like this:
Why not use messaging participants?
Why not use messaging participants?

- You can use the Participants list to send a Moodle message.

Messaging Participants

Users receive it in one of the following ways:

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

If they are ONLINE it also arrives by email.

If they are OFFLINE it goes into their Messages folder and arrives by email.

Messaging Participants or News Forum?

- We don’t know how they will receive a message- a message is person-to-person not relating to a particular module.
- A message doesn’t have the context of the module so they might not realise that’s why they are getting it
- Students can turn off getting messages – but they can’t turn off News Forum emails
- News Forum posts are always there for them to refer back to

Background [2: Microbiology (C41105)]

The 11 am Microbiology lecture was unavoidably cancelled at short notice and we needed to let students know as soon as possible.

One way to contact students was to use the News Forum / Announcements but students may not have got that message in time (if they are set to Digest)
What we did [2: Microbiology (C41105)]

We used three routes for delivering this message:

1. Sent out a message via Announcements (Still useful, because that puts a message clearly in the Moodle space for the module)
2. Emailed all students via SATURN
3. The lecturer in the 10am class also made the announcement

Further information

- Powerpoint presentation (PDF version)
- Moodle Help Guides
  - How do I send messages to students?
  - How to send students on your module an email
  - I'd like to change the number of emails Moodle sends me
- Webinar recording (Video)
  - The News Forum, Messaging and Communicating with Students