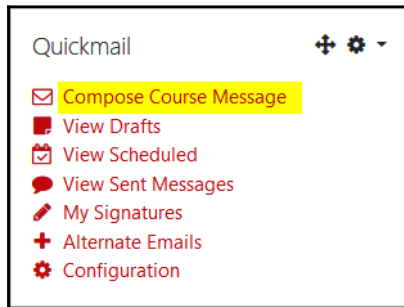




## Faculty: Use Quickmail Block

Hart Wilson - 2020-10-05 - Comments (0) - Faculty

Quickmail is a function within Moodle that enables you and your students to send email to any or all class participants. Messages sent through Quickmail go to each recipient's SOU email account as a "bcc"; recipients are not aware if others are copied on a message.



The **Quickmail** block is deployed in all courses as they are created. To send a message, click on **Compose Course Message**. You can draft messages to all users in the course or to select users. Be sure to check the box provided if you'd like to be copied on messages you send. The **View Sent Messages** link will display all messages that you send for your later reference.

### Good Things to Know

- To select multiple users, hold your Ctrl key down and click on each recipient's name. Continue holding the key down as you click **Add** to select their names.
- Messages sent to multiple users are sent as bcc's, so recipients will not know who else may have received the message. (See below for information on customizing a message by incorporating data fields.)
- If you use Groups in your course, you can send messages to students in a group by selecting the group name.
- You can update the recipient(s) in a message from the **Sent Messages** list and send the same message to other users at another time. The original message will remain unaltered in the **Sent Messages** file for future reference.
- You can send a message at a specified time if you wish.

### Changes to Quickmail in Moodle 3.6

For users of Quickmail in earlier versions of Moodle, opening the **Compose Course Message** link takes you to a very different interface for selecting message recipients. Fortunately, you can revert to the former method of selecting recipients if you wish by updating the configuration settings shown here. (Note that if you do change the configuration, once you save your preferences, you'll need to go back to your dashboard to access your course—silly Moodle!)

Here's how things work (see below for a written explanation):

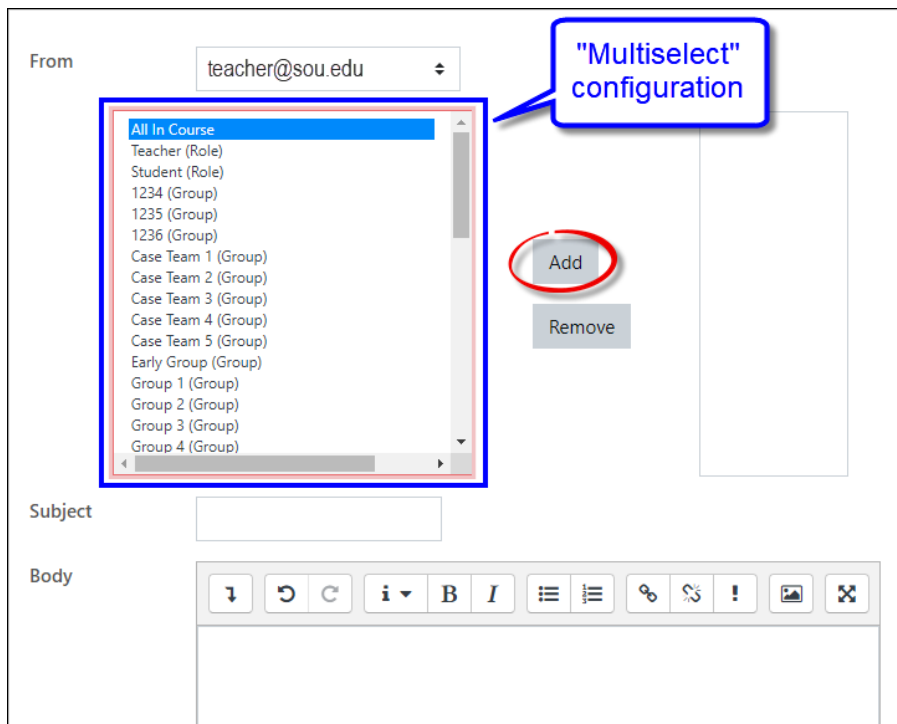
The screenshot displays the Moodle 'Compose Course Message' interface. The left sidebar contains sections for 'From' (teacher@sou.edu), 'To' (No included recipients), 'Exclude' (No excluded recipients), 'Subject', and 'Body'. The main area shows a rich text editor with a pre-written message: 'Greetings, [firstname:]. We have not seen you in Moodle since [courselastaccess]. Be sure to log in today to see what you've been missing.' Below the editor is a list of 'Supported user data fields' including [firstname:], [lastname:], [fullname:], [middlename:], [email:], [alternatename:], [coursefullname:], [courseshortname:], [courseidnumber:], [coursesummary:], [coursestartdate:], [courseenddate:], [courseurl:], [courselastaccess:], [studentstartdate:], and [studentenddate:].

On the right, the 'Activities' list includes Assignments, Attendances, Forums, Lessons, Open Forums, Questionnaires, Quizzes, and Resources. The 'Quickmail' section has options like 'Compose Course Message', 'View Drafts', 'View Scheduled', 'View Sent Messages', 'My Signatures', 'Alternate Emails', and 'Configuration'. A dropdown menu is open, showing roles: Teacher, Teaching Assistant-Full, Non-editing teacher, Teaching Assistant-Limited, and Student. Below this, there are settings for 'Prepend Course name', 'Receive a send report', 'Preferred message sending method', and 'Email' (Autocomplete, Multiselect). Buttons for 'Back', 'Reset to default', and 'Save preferences' are at the bottom of the settings panel.

Annotations include:

- Select groups, roles or individuals from pull-down menu.** (Green box pointing to the recipient dropdown)
- Ignore unless you need to exclude groups, roles or individuals.** (Red box pointing to the 'Exclude' section)
- Update configuration settings to display list of recipients.** (Blue box pointing to the 'Configuration' link)
- Copy and paste data fields to customize message.** (Purple box pointing to the 'Supported user data fields' list)
- Click to enable timed release.** (Orange box pointing to the 'Enable' checkbox in the 'Send at' section)

At the bottom, there are buttons for 'Send Message', 'Save Draft', and 'Cancel'.



Use the pull-down menu in the **To** field to select groups, roles or individuals as recipients. You can ignore the **Exclude** option unless you have an actual need to exclude specific groups, roles or individuals.

Below the message textbox, you'll find a batch of data fields. If you copy a data field and paste it into your message, Moodle will autofill that specific data into the message. In this example, the student's first name will be dropped into the message along with the date s/he last accessed the course. These instructions explain [how to customize a message](#) with these fields.

If you select **Configuration** from the Quickmail block, you can choose "Multiselect" as your preferred recipient selection style and return to the "classic" selection mode to which we have grown accustomed. (Students do not have this ability at this time.)