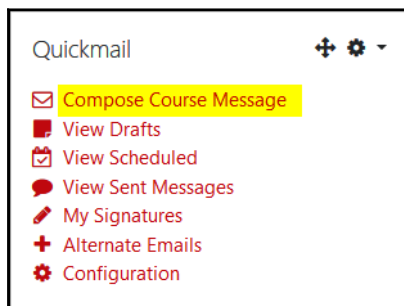


Faculty: Use Quickmail Block

Hart Wilson - 2020-10-06 - 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 shows the 'Compose Course Message' configuration page in Moodle. The page is divided into several sections: 'From', 'To', 'Exclude', 'Subject', 'Body', 'Supported user data fields', 'Attached files', 'Signature', 'Send at', and 'Receive a send report'. The 'To' section has a dropdown menu for 'Who should receive this message?' and a text input for 'Who should NOT receive this message?'. The 'Body' section has a rich text editor with a greeting and a message body. The 'Supported user data fields' section lists various fields like [firstname], [lastname], [fullname], etc. The 'Attached files' section has a file upload area. The 'Signature' section has a dropdown for 'None'. The 'Send at' section has date and time pickers. The 'Receive a send report' section has radio buttons for 'Yes' and 'No'. The right sidebar shows 'Activities' and 'Quickmail' sections. The 'Quickmail' section has a 'Configuration' link. The 'Configuration' modal is open, showing a list of roles and a 'Prepend Course name' dropdown. The 'Email' section has a 'Multiselect' dropdown. The 'Save preferences' button is circled in red.

From: teacher@sou.edu

To: No included recipients

Who should receive this message?

Exclude: No excluded recipients

Who should NOT receive this message?

Subject:

Body:

Greetings, [firstname].

We have not seen you in Moodle since [courselastaccess]. Be sure to log in today to see what you've been missing.

Supported user data fields:

[firstname] [lastname] [fullname] [middlename] [email] [alternatename]

[coursefullname] [courseshortname] [courseidnumber] [coursesummary]

[coursestartdate] [courseenddate] [courselink] [courselastaccess]

[studentstartdate] [studentenddate]

Attached files:

Files

You can drag and drop files here to add them.

Signature: None

Send at: 23 July 2019 16:15

Receive a send report: Yes No

Send Message Save Draft Cancel

Activities:

- Assignments
- Attendances
- Forums
- Lessons
- Open Forums
- Questionnaires
- Quizzes
- Resources

Quickmail:

- Compose Course Message
- View Drafts
- View Scheduled
- View Sent Messages
- My Signatures
- Alternate Emails
- Configuration

Configuration:

Yes

Teacher

Teaching Assistant-Full

Non-editing teacher

Teaching Assistant-Limited

Student

Prepend Course name: Course short name

Receive a send report: Yes

Preferred message sending method: My Preferred Recipient Picker Style

Email: Autocomplete Autocomplete Multiselect

Back Reset to default Save preferences

Select groups, roles or individuals from pull-down menu.

Ignore unless you need to exclude groups, roles or individuals.

Update configuration settings to display list of recipients.

Copy and paste data fields to customize message.

Click to enable timed release.

The screenshot displays the Moodle Quickmail configuration interface. At the top, the 'From' field is set to 'teacher@sou.edu'. Below it, the 'To' field is highlighted with a blue box and a red border, indicating the 'Multiselect' configuration. A blue callout bubble points to this field with the text '"Multiselect" configuration'. The 'To' field contains a list of recipients: 'All In Course', 'Teacher (Role)', 'Student (Role)', '1234 (Group)', '1235 (Group)', '1236 (Group)', 'Case Team 1 (Group)', 'Case Team 2 (Group)', 'Case Team 3 (Group)', 'Case Team 4 (Group)', 'Case Team 5 (Group)', 'Early Group (Group)', 'Group 1 (Group)', 'Group 2 (Group)', 'Group 3 (Group)', and 'Group 4 (Group)'. To the right of the list are 'Add' and 'Remove' buttons. Below the 'To' field is the 'Subject' field. At the bottom is the 'Body' field, which includes a rich text editor toolbar with icons for bold, italic, link, unlink, list, and image.

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.)