Emailing course participants

The Quickmail block has many improvements over the original method of doing this, such as a “Subject” line and attachment capabilities. It also maintains a history of all emails sent.

It can also serve as a way for students in the course to contact you.

To add “Quickmail,” to your course if it is not there already, first log in.

1. Turn editing on
2. Scroll down to the bottom and look for the “Add a block” heading on the right side
3. Click the dropdown arrow and choose “Quickmail” from the list of available ones.
4. The new Quickmail block will appear just above the “Blocks” heading, but can be moved to another location by using the arrows.
5. If you click the “Configuration” link and change the “Allow students to use…” setting to “Yes,” students will be able to use this block to contact you and also to contact other students enrolled in the course.

To use Quickmail to send a message to all the students in your course

1. Click “Compose New Email”
2. Click the “Add all” button, and then click any, such as a non-editing teacher, that you don’t want to receive the message and click the “Remove” button to remove them from the list of Selected Recipients. You will probably want the message sent to yourself, however. Note that you can also use “Ctrl click” to only select certain ones.
3. Enter your subject, message, and add an attachment file if needed.
4. Click the “Send Email” button
5. Click “History” to see your previously sent messages.
6. By clicking its magnifying glass symbol, you can see the message.

If you don’t need the Quickmail block, here is the original method for emailing participants...

1. In the “Navigation” block, under your course’s name, click “Participants”
2. By default, you will see them all: students, instructors, and non-editing teachers (if any).
3. If there are multiple pages, scroll to the bottom and click “Show all ##”
4. Click the “Select all” button, then scroll through and then uncheck any, such as a non-editing teacher, that you don’t want to receive the message. You will probably want the message sent to yourself, however.
5. At the bottom, click “With selected users” and then click “Add / send message”
6. Enter or paste your message into the “Message body” area.
7. Click “Preview” to see the HTML Format Preview
8. Click either “Send message” or else click “Update” if more changes are needed