

HOW TO SEND MESSAGE TO STUDENTS VIA QUICKMAIL

Quickmail allows teachers to send out e-mail messages flexibly. Compare with the traditional message in Moodle, it allows teachers to email students with the following functions :

- (1) Compose email messages for your intended recipients (by role, group or individual) ;
- (2) Save the message as draft;
- (3) Schedule e-mails to send;
- (4) Set up your own Signatures

1

Click “**Turn editing on**”

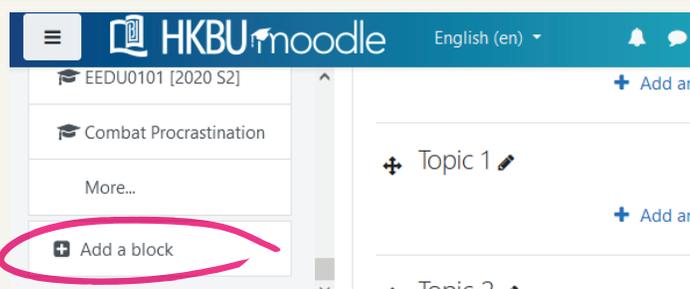
eLearning Training Workshop 15 [2017]

HKBU Moodle / Courses / Departmental Courses / CHTL Courses / eLearning Training Workshop 15 [2017]

Turn editing on

2

Click “Add a block” which is shown at the bottom of left-hand side menu



3

Click “Quickmail” to add a new block

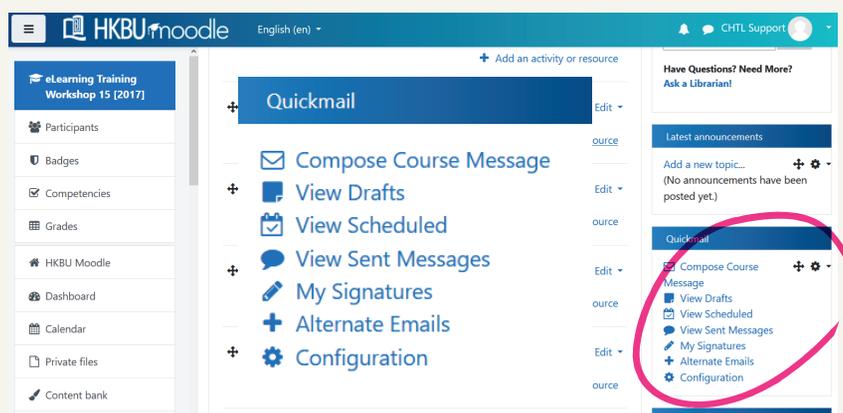
Private files

Quickmail

Recent blog entries

4

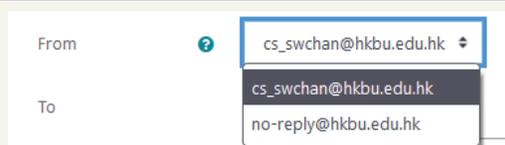
After that, you can see there is a new block named “Quickmail ” at the right-hand side of the page



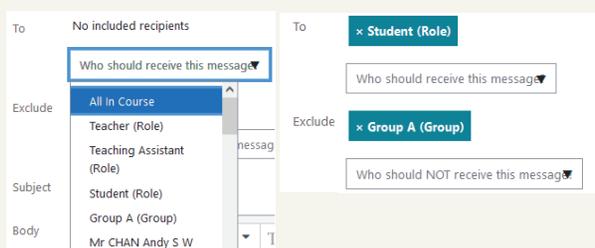
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Compose Course Message

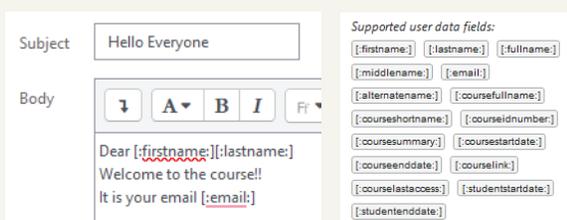
You can send email messages to your participants in your courseroom including students, teachers and teaching assistants.



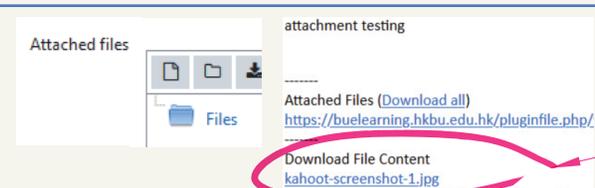
You can decide whether to display our e-mail address or hide it from your recipients by changing it to “no-reply@hkbu.edu.hk”



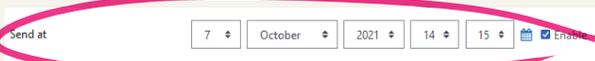
You can send email messages to particular students/groups/roles or filter by using “Exclude”.



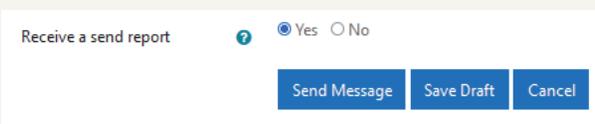
You can edit the “Subject” and “Body” of the email message. Quickmail also supports user data field for customizing the message for each students (e.g., first name & last name).



You can upload multiple files as attachments within the e-mail. Students can see those attachments which you have uploaded.



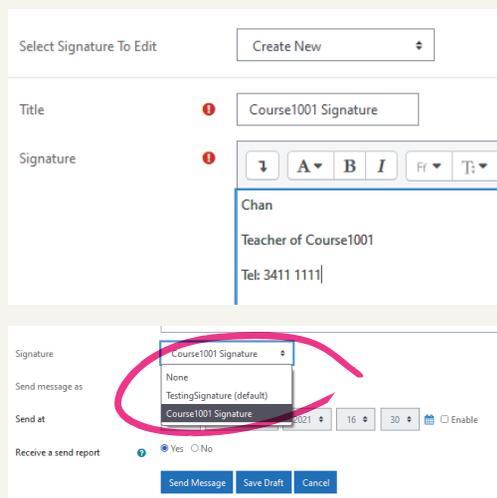
You can schedule time to send out your e-mail by enabling “Sent at”



Or
You can save your email message as Draft by clicking “Save Draft”
Or
You can send out the email message immediately by clicking “Send Message”

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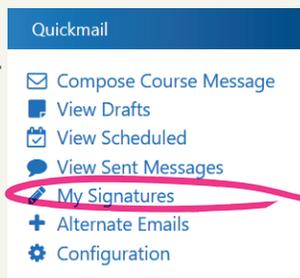
My Signature



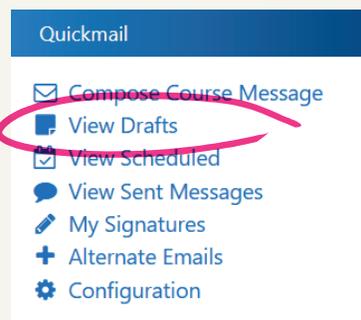
You can create your personalised signatures for your e-mail messages.

Click “My Signatures” in the “Quickmail” block.

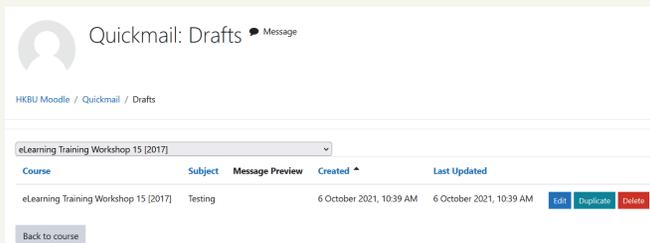
You can select the Signature when you send out messages using “Compose Course Message”.



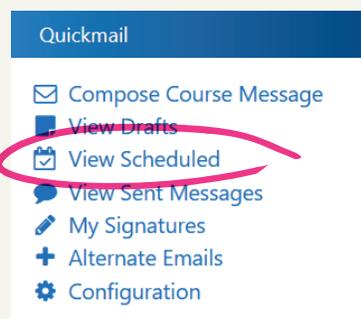
View Draft



If you have clicked “Save Draft” in “Compose Course Message”, you can find the message from “View Drafts”. It can be edited and deleted.



View Scheduled



If you have scheduled message to be delivered later, you can find the unsent message from “View Scheduled”. You can send immediately by clicking “Send Now” or make it to draft by clicking “Unqueue”

