

Communicating through Moodle

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Introduction

Moodle has 2 primary tools for communicating with students – Announcements and Quickmail.

Announcements are ideal for updating students with important information about coursework, events, and changes to the schedule. Messages posted through the announcements tool are also sent to students' emails making it invaluable when you need to contact your entire class.

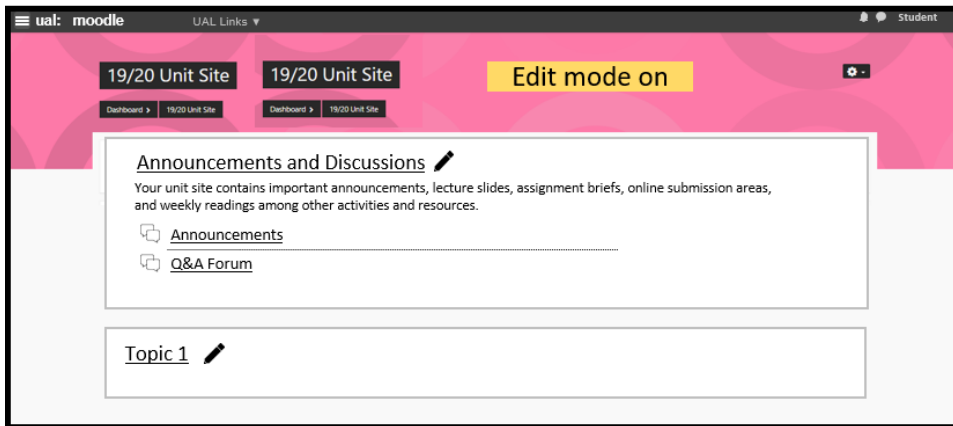
Quickmail is a useful tool for adhoc communication with individuals and groups of students. Quickmail's enables you to select specific recipients; however, unlike the Announcements tool, there is no record of your message for staff and students to revisit on Moodle. For this reason, we recommend using the announcements tool for the majority of messages.

This guide outlines how to prepare and communicate through the Announcements and Quickmail tools.

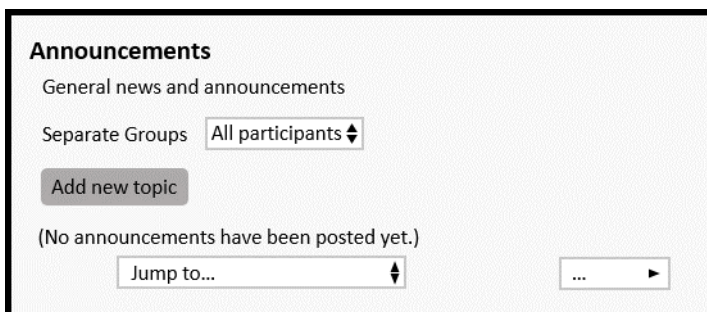


Communicating through Announcements

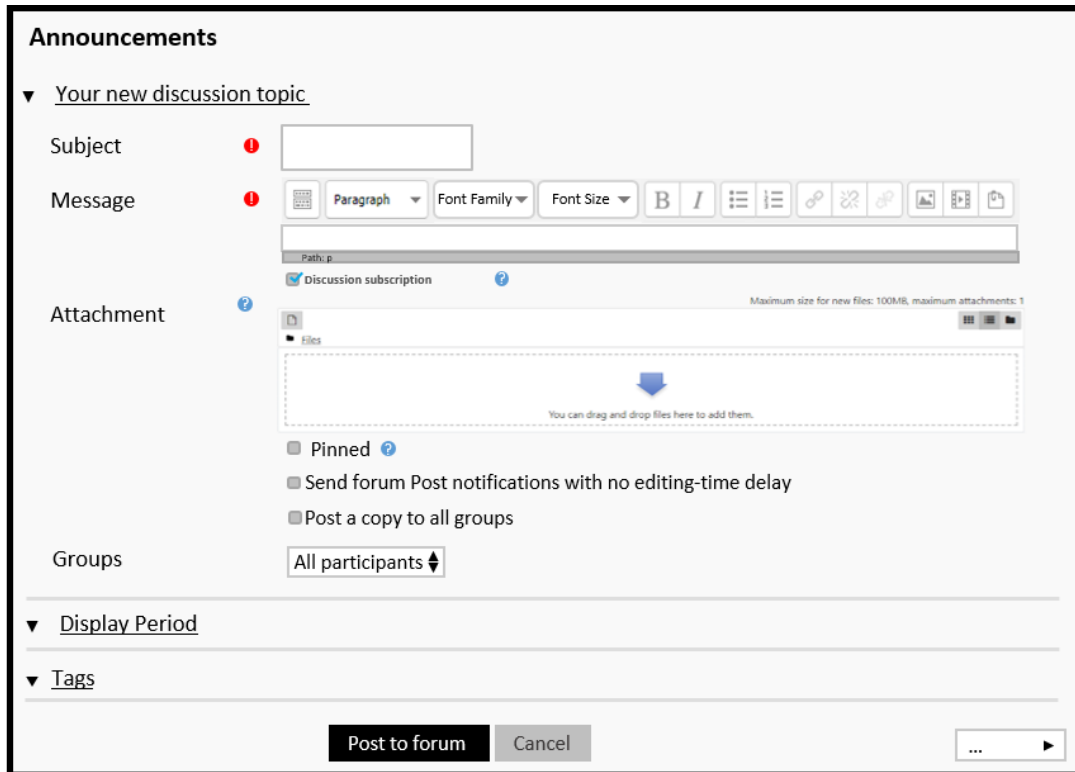
1. Go to <https://moodle.arts.ac.uk>, **login** and go to the relevant Moodle site.
2. Open the **Announcements** area.



3. Select the target **Group** if available or required.
4. Select **Add new topic**.



5. Add a title in the **Subject** then the body of the **Message** before **Posting to forum**. Select '**Pinned**' if you want the message to remain at the top of the announcements area. If you select **Post a copy to all groups**, you will send 1 copy of the message for every group to every enrolled tutor.



The screenshot shows the 'Announcements' form in Moodle. It is divided into several sections: 'Your new discussion topic', 'Display Period', and 'Tags'. The 'Your new discussion topic' section includes a 'Subject' field, a 'Message' field with a rich text editor (Paragraph, Font Family, Font Size, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Table, Video, Embed), an 'Attachment' section with a file upload area (Maximum size for new files: 100MB, maximum attachments: 1), and a 'Groups' dropdown menu set to 'All participants'. Below the attachment area are three checkboxes: 'Pinned', 'Send forum Post notifications with no editing-time delay', and 'Post a copy to all groups'. The 'Display Period' and 'Tags' sections are currently collapsed. At the bottom, there are 'Post to forum' and 'Cancel' buttons, and a small menu icon.

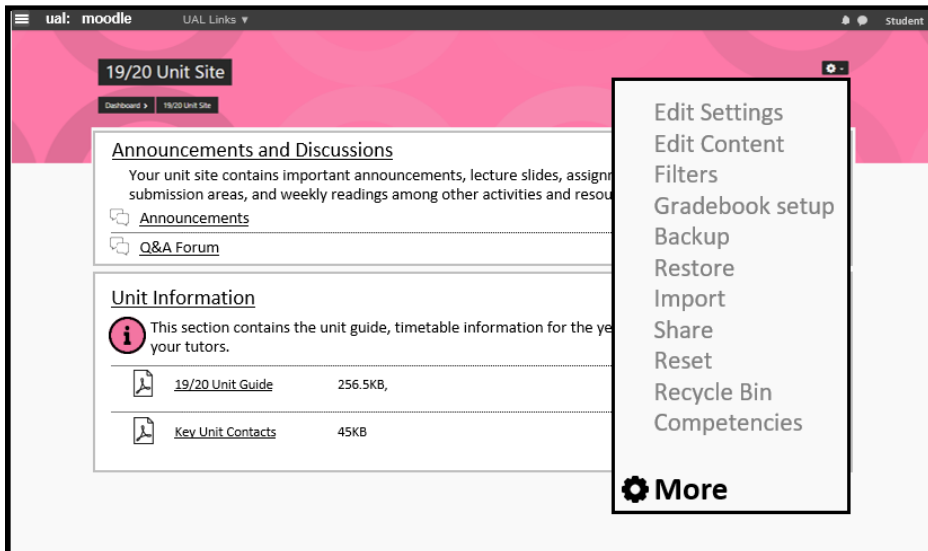
Using Groups for Announcements

Groups can be used to:

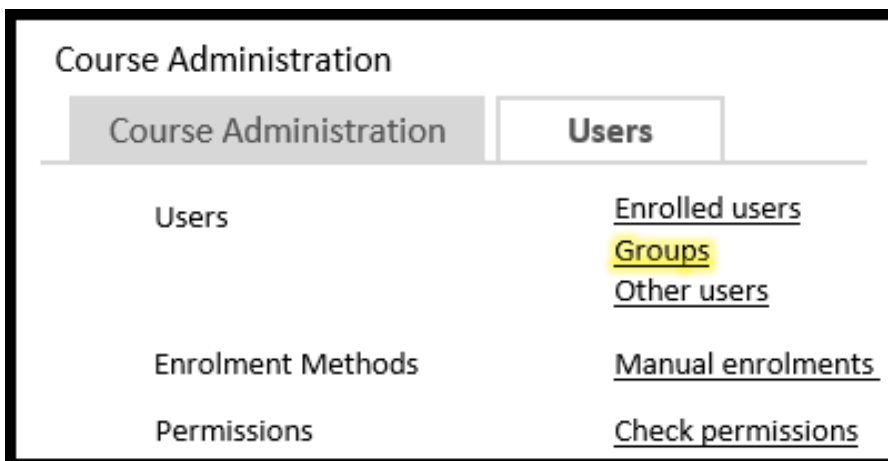
- Selectively reveal content and activities to specific groups.
- Control who receives announcements and Quickmail notifications.
- Create Moodle chatrooms for specific groups of students.

How to create a group:

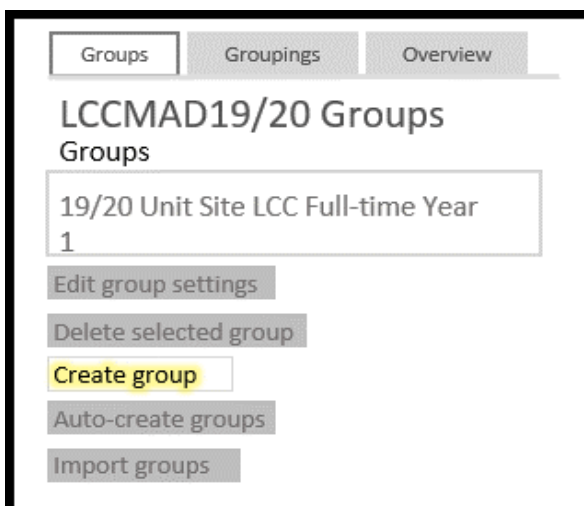
1. Go to <https://moodle.arts.ac.uk>, **login** and go to the relevant Moodle site.
2. Select the **Settings Icon**.
3. Choose **More**.



4. Select the **Users** tab.
5. Choose **Groups**.



6. Select **Create Groups**



7. Add a **Group Name** and brief description.

General

Group name: Group 1

Id Number: [Greyed out]

Group Descriptions: This is your group for assignment 1.

Path: p

Save Changes

8. Select the group name.

9. Select **Add/remove Users**.

Groups | Groupings | Overview

LCCMAD19/20 Groups

Groups: Group 1 (0)

Members of Group 1

Edit group settings | Add/remove Users

10. Add users from the potential members column to the group members column using the **Add** button.

Group 1

This is your group for assignment 1

Group members: Eeshta Burnett, Shao McAleese

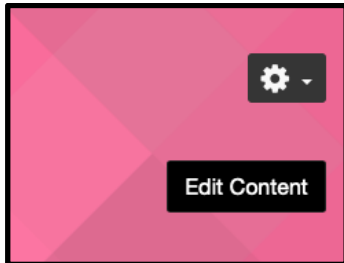
Potential members: Peter Shah, Miles Colombo, Luisa Shang, Lee Park, Xin Albarrak

Search [] Clear []

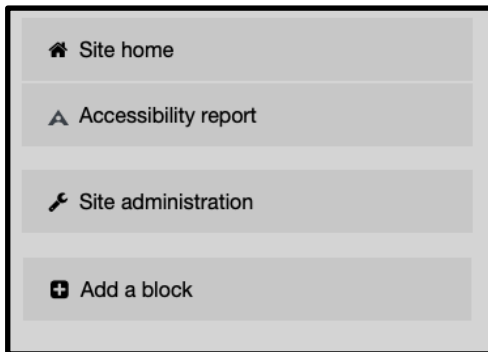
Back to Groups

Adding a Quickmail block

- 1) Go to <https://moodle.arts.ac.uk>, **login** and go to the relevant Moodle site.
- 2) Select **Edit Content**.



- 3) Open the Navigation Panel.
- 4) Select **Add a block**.



- 5) Select **Quickmail**. A Quickmail block will appear, usually on the right sidebar.

