

PERSONALLY ADDRESSING STUDENTS IN BULK EMAILS

Moodle's Quickmail feature makes it possible to email an entire class while having each student's name appear in the salutation for the email they receive. The result looks as if you're individually addressing every student, but in reality, you're only sending a single email.

Adding Individual Names to a Quickmail Message

Open Moodle's right-side block drawer, and click on **Compose Course Message** in the **Quickmail** block. Select recipients and add a subject, per usual. Notice that below the textbox for the message's body is a list called **Supported user data fields**. To personally address each student, you'll want to type the "replacement string" for a student's first name (including any non-alphabetic characters) where you want it to appear in your message.

[:firstname:]	[:las	tname:]	[:fullname:]	[:middlenan	ne:]	[:email:]	[:alternatenar
[:coursefulina	me:]	[:course	eshortname:]	[:courseidnu	mber:]	[:cours	sesummary:]
[:coursestarte	late:]	[:course	eenddate:]	[:courselink:]	[:cou	rselastaco	cess:]

In the textbox for the message body, it will look like this:

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eme	mber	that o	our cla ur Moo	ss beg odle si	gins c ite: [:c	on Aug course	gust 28 elink:].	. Befo	ore ther	, you	can f	ind lo	ots of us

Note that it is also possible to add other information directly from Moodle. For instance, you can add links to the course or the course's name as it appears in Moodle.

If you need assistance, please contact eLearning at elearning@umwestern.edu.