



Teaching with Technology Tip

PERSONALLY ADDRESSING STUDENTS IN BULK EMAILS

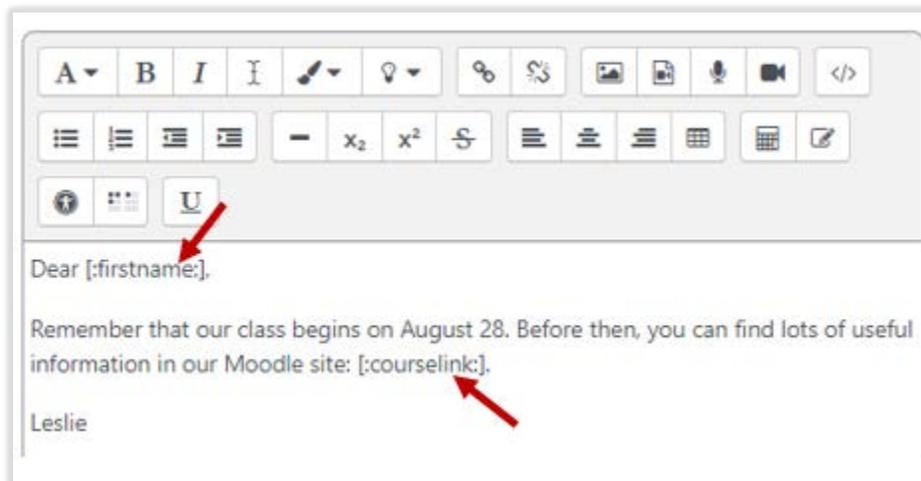
Moodle's Quickmail feature makes it possible to email an entire class while having each student's name appear in the salutation for the email they receive. The result looks as if you're individually addressing every student, but in reality, you're only sending a single email.

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.



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



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 elarning@umwestern.edu.