Send Class Email

Introduction
In this tutorial, you will learn how to send email to your entire class.

Send Email to an Entire Class

Step 1: To begin, you must first add the Quickmail block to your course IF IT DOES NOT ALREADY EXIST. From your course, Turn editing on.

Step 2: On the left menu bar of Moodle, you will see Add a block. After you click Add a block, a list will appear of available blocks. Select Quickmail. This will add the Quickmail block to the right-side menu bar of Moodle.

Step 3: From the Quickmail block, select Compose New Email.

All recipients will appear in the potential recipients box. You can change what recipients are in the potential recipients box by altering properties according to the role filter and/or potential sections. We recommend leaving “No filter” since student and teacher are the only available roles and selecting the course want to be sure you are sending email to in potential sections.
Step 4: Select Add all. This will add all the potential recipients to the select recipients box.

Step 5: Now that your recipients are selected, you can send your message. You can also include an attachment if you would like. Be sure to add a subject as it is a required field. Enter your message.

Step 6: In the Actions section, choose to Send Email or Save Draft if you are not ready to send the email and want to come back to it to send later.

Conclusion
We hope this guide was helpful. For more information about online course development, please contact the Academic Innovation & Distance Education office at onlinehelp@bhcc.mass.edu.