



Magic with Moodle

Sending a message to students

Sally Hanford/Helen Whitehead
Learning Technology Section
Adobe Connect Training Course June 2013



Background

- The Adobe Connect training course is entirely online.
- Wanted to inform all participants about an Adobe Connect event so that they could experience one before the course starts.
- Students (participants) were already enrolled.

Adobe Connect Training (Information Services) (UK) (July 2013)

Welcome to the Moodle space for the Adobe Connect Training course


Your tutors are:

Sally Hanford and Helen Whitehead



 Private planning wiki for Sally and Helen

 News forum

 Teaching in Synchronous online spaces / Using Adobe Connect with Students

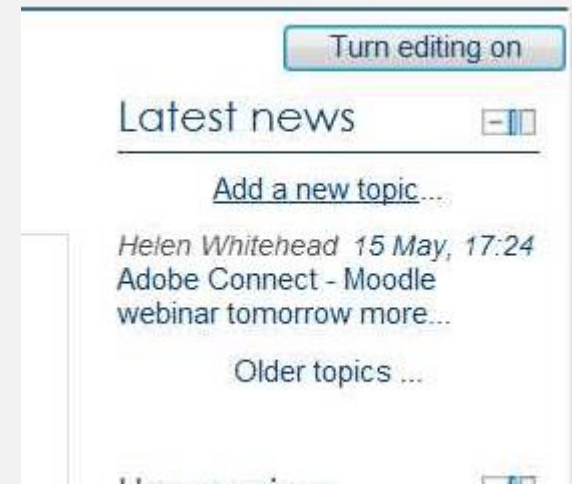
Information about the training course that this Moodle module supports

Start here!



What we did

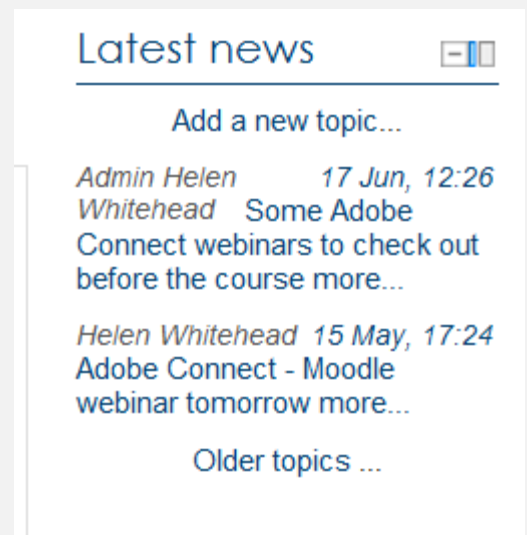
- Used News Forum
- Latest News block
- Typed out the message and sent it





How it worked

- The email was sent FROM the Moodle system – and it will have the module code in the Subject.
- It went to some students after 30 minutes, and some at the end of the day
- Editing teachers and students (participants) can re-read the message at any time by visiting the News Forum.
- Sender's personal email is in the REPLY TO field which means that students can respond by email directly to sender







Adobe Connect Training (Information Services) (UK) (July 2013)

General news and announcements

Add a new topic

Discussion	Started by	Replies	Unread ✓	Last post
Some Adobe Connect webinars to check out before the course	 Admin Helen Whitehead	0	0	Admin Helen Whitehead Mon, 17 Jun 2013, 12:26 PM
Adobe Connect - Moodle webinar tomorrow	 Helen Whitehead	0	0	Helen Whitehead Wed, 15 May 2013, 05:24 PM



How it was received by students

- Students cannot turn off News Forum / Announcements
- Users can edit their preferences in their profile settings to choose
 - One email at a time
 - Digest of all emails – once per day at around 5 pm



Editing your profile

General

First name Helen

Surname Whitehead

Email address cczhmw@exmail.nottingham.ac.uk

Email display Allow only other module members to see my email address ▼

Email format Pretty HTML format ▼

Email digest type No digest (single email per forum post) ▼

Forum auto-subscribe **No digest (single email per forum post)** ▼
Complete (daily email with full posts)
Subjects (daily email with subjects only)

Forum tracking Yes: highlight new posts for me ▼

When editing text Use HTML editor (some browsers only) ▼



Individual or digest?

Emails can be received from the forums in two ways

- Individual emails

[UI-ADOBE-CONNECT-UK-JUL1213](#) » [Forums](#) » [News forum](#) » [Some Adobe Connect webinars to check out before the course](#)



Some Adobe Connect webinars to check out before the course
by [Admin Helen Whitehead](#) - Monday, 17 June 2013, 12:26 PM

Just to let you all know some examples of Adobe Connect webinars that you might want to check out before you join us for the course starting in July.

Firstly there is a Moodle Bytes Webinar taking place this Friday 21st June – it's on Quizzes, but even if you don't need to know about Moodle Quizzes you might be interested just to see a typical webinar – and this one is short, in a series that isn't usually more than 30 minutes. 12.30 on Friday at <http://uni-of-nottingham.adobeconnect.com/moodle>

Secondly you might also like to see a recording of a webinar I did with the Vice Chancellor David Greenaway as part of the Perspectives on Sustainability NOOC. This recording can be viewed at any time, but takes a little while to load so use a fast connection and be patient! You will need Flash Player 10.3 or above so now is a good time to check you have this (and sorry, it won't be available on mobile devices). https://uni-of-nottingham.adobeconnect.com/_a908729032/p9s14kqx0rz/

regards

Helen & Sally

[Reply](#)

[See this post in context](#)



SUBJECT: moodle.Nottingham: forum digest

[NA-PERSPECT-SUSTAINABILITY-UK-CN-MY-1213](#) » [Forums](#) » [0.2 Give us your opinion!](#) » [Hand dryers or paper towels?](#)



Re: Hand dryers or paper towels?
by [Heather Moorhouse](#) - Tuesday, 12 March 2013, 04:02 PM

Good point Georgie - especially considering the news and possible increases in bacterial outbreaks in the future...

[Show parent](#) | [Reply](#)
[See this post in context](#)

[Unsubscribe from this forum](#) [Unsubscribe from all forums](#)

[T78UPX-U89ENX-UK-FYR1213](#) -> [Forums](#) -> [Module news forum](#) -> ["justification of assessment"](#)



"justification of assessment"
by [Thom Wilson](#) - Tuesday 12 March 2013, 01:13 PM

Hi all,

I have had a question regarding the "justification of assessment" section in the marking guide for task 5. This means that you will be marked on the basis you use to assess the designs. For example, if you say design 1 is more economical than designs 2 and 3, you need to supply proof that this is the case (e.g. calculations and or references). If you say design 2 has taken safety better into consideration, you need to support this statement with facts, so just stating it is not enough to get a good mark in this section.

Hope this makes it clear

Cheers

Thom

[See this post in context](#)

Digest



Issues and recommendations

- May not be received until evening – fine in this case because the event is on Friday so they still get plenty of notice
- Students may not read it, especially if it's a digest
- Need to let them know that in this module they will be contacted in this way

Why not use messaging participants?

- You can use the Participants list to send a Moodle **message**.



	Training Account12	training12@exmail.nottingham.ac.uk	TRACC12	training12	Not Used	United Kingdom	24 days 17 hours	<input type="checkbox"/>
	Training Account18	training18@exmail.nottingham.ac.uk	TRACC18	training18	Not Used	United Kingdom	24 days 17 hours	<input checked="" type="checkbox"/>
	Training Account13	training13@exmail.nottingham.ac.uk	TRACC13	training13	Not Used	United Kingdom	24 days 17 hours	<input checked="" type="checkbox"/>
	Training Account10	training10@exmail.nottingham.ac.uk	TRACC10	training10	Not Used	United Kingdom	24 days 17 hours	<input type="checkbox"/>

Page: 1 2 3 4 5 (Next)

With selected users...

- Choose...
- Choose...
- Send a message**
- Add a new note
- Add a common note

Show all 93



Messaging Participants

Users receive it in one of the following ways:

- If they are ONLINE it pops up as a message and goes into their Messages folder.

The screenshot shows a messaging interface. At the top, there is a search bar containing the text "Referencing for Researchers (UK)". To the right of the search bar, there is a date separator: "Thursday, 13 June, 10:50 AM" followed by "» Friday, 21 June, 10:50 AM". Below the search bar, a new message notification is displayed in a grey box. The notification text reads: "New message from Sally Hanford" followed by "Hello Thank you for signing up to the Adobe Connect Training course and welcome. By the end of the course, you should understand how to use the features of Adobe Connect and feel co...". At the bottom of the notification box, there are two links: "Go to messages" and "Ignore". To the right of the notification box, there is a profile card for "Neha Nanda" with a small icon and the text "Neha Nanda:".



Messaging Participants

- If they are OFFLINE then it goes into their messages folder and is sent as an email.

Subject: New message from Suzanne Wright

Hello Helen, what a beautiful day.

Suzanne

This is a copy of a message sent to you at "moodle.Nottingham". Go to
<http://moodle.nottingham.ac.uk/message/index.php?user=17&id=286> to reply.



Messaging Participants or News Forum?

- Don't know how they will receive a message
- A message doesn't have the context of the module so they might not realise that's why they are getting it
- They might have turned off getting messages – but they can't turn off News Forum emails
- News Forum is always there for them to refer back to



Further information

Moodle Help Guides

- [How do I send messages to students?](#)
- [How to send students on your module an email](#)
- [I'd like to change the number of emails Moodle sends me](#)

Webinar recording

- Fri 3 May, 9 am UK (4pm CN and MY) - The News Forum, Messaging and Communication with students
[Recording of Communicating with Students](#)

Learning Team Support

learning-team-support@nottingham.ac.uk

Blog: bit.ly/ltnottingham

Moodle Help: bit.ly/uonmoodlehelp

(or search Workspace for “Moodle help”)