

1

- Edit Settings
- Edit Content**
- Filters
- Gradebook setup
- Backup
- ...

TECHNICAL 

Turn (1) **Edit Content**, open the (2) **Navigation Panel**, and click (3) **Add a block**.

Scroll down through the block options and click (4) **Quickmail**. A Quickmail block will appear on the right margin of the site. Click (5)  **Compose new email** to begin composing messages to students.

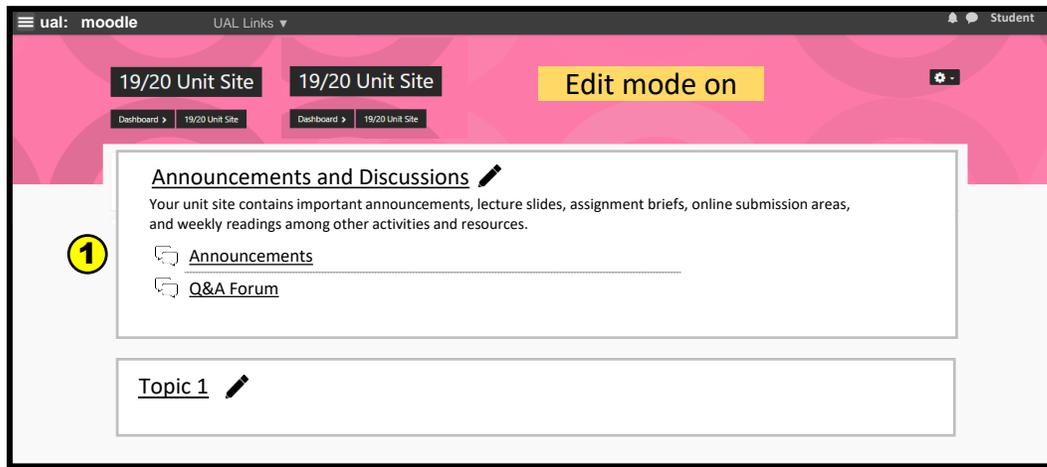
3

Add a block

- Accessibility
- Activities
- Advanced notifications
- ...
- ...
- 4 Quickmail**
- ...

 **Best Practice**

It is very easy to select recipients using users or groups and send emails directly to their UAL email inbox with **Quickmail**. However, it does not retain a copy of the message for staff and students to revisit. Therefore, the Digital Learning Team advises staff use **Quickmail** for private and ad-hoc communication with individuals or small groups and use the **Announcements** tool (next page) if a message is important and concerns all students.



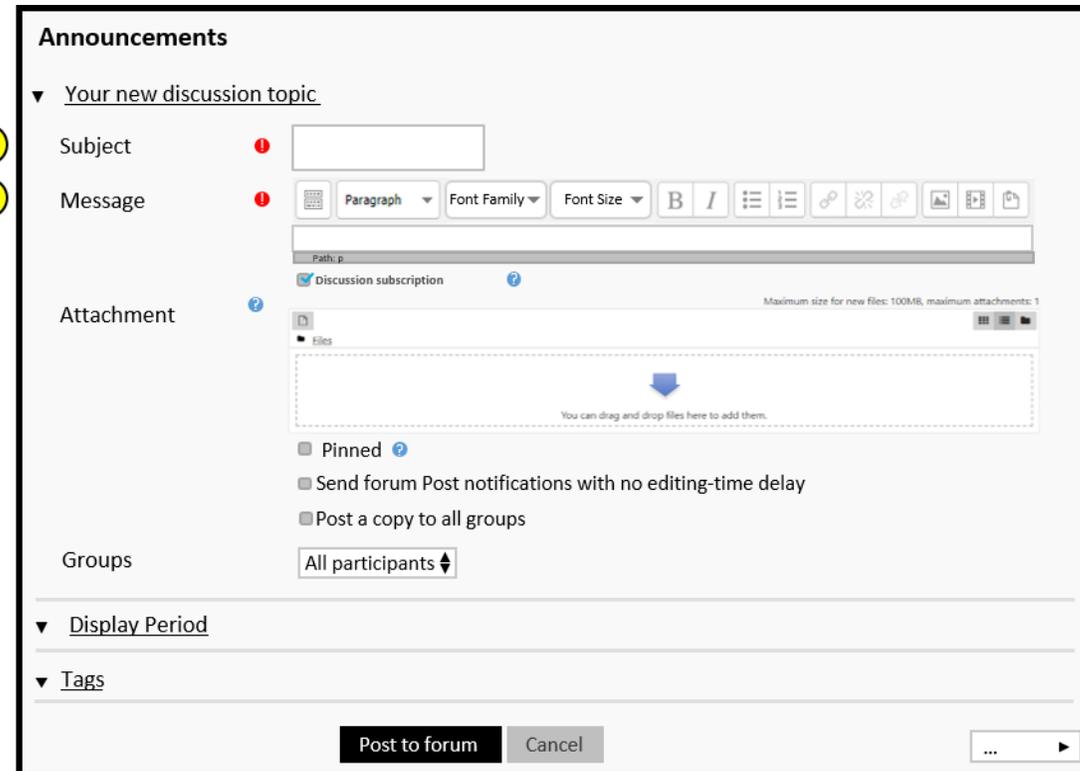
TECHNICAL

Click (1) **Announcements**, select your (2) **Groups** (if needed), then (3) **Add new topic**.

Add a title in (4) **Subject** then the body of the (5) **message** below. Select **Pinned** if you want the message to remain pinned to the top of the announcements area. Finally, click **Post to forum**

IMPORTANT

Do not select *Post a copy to all groups*. This will send 1 copy of the message for every group on the site to every enrolled tutor.



 **Best Practice**

The Announcements area is the best place to post messages that need to be permanently available to staff and students.

Unlike Quickmail, the Announcements tool retains all communications which should help minimise message duplication and ensure all staff have access to all course communication.