Moodle Guide for Sending Notifications to Students

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Introduction:

Over the past 20 years, powerful software for managing databases has been combined with digital frameworks for managing curriculum and evaluation tools. The LMS allows creating, tracking, managing and distributing learning materials in various formats.

The traditional application of LMS is in educational institutions. Learning management systems for years now is in use to deliver courseware and popularize e-learning in educational institutions. Even companies have been using learning management systems to deliver training to internal employees and customers.

This document comprises of the process to send notifications to your students with regards to the resources and activities on Moodle

Accessing Moodle Course:

Step 1:
Go to (tmoodle.fccollege.edu.pk/moodle) and login:
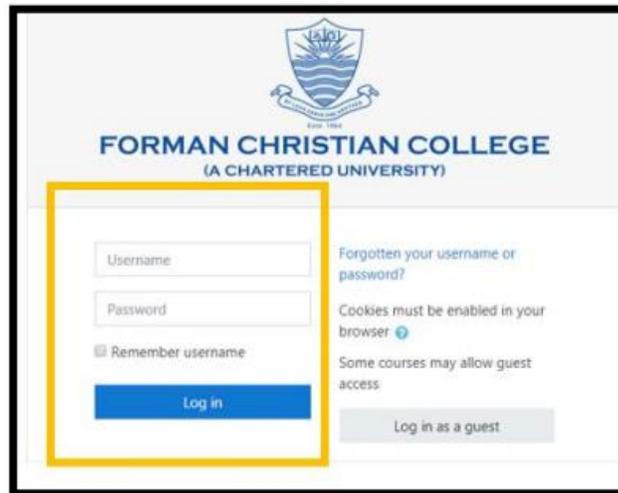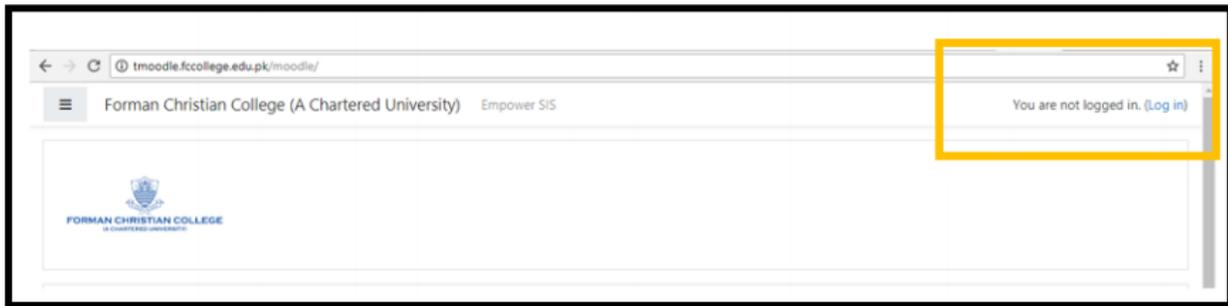
Step 2:
Once you access the account, your home page will show all the courses you are teaching for the current semester.

Step 3:

Click on the course that you want to access from the list of courses. You will see a page with box structured/tile dividers. Each section has a particular header. (See below)

Once you reach your course page you can start the online session for that particular course/section. For creating the session please refer the following:
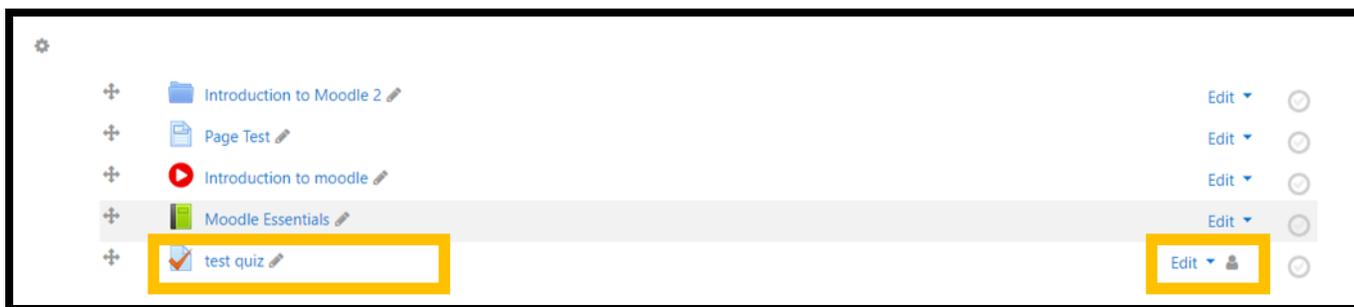
Step 4:

Ensure to 'turn editing on'. For this see on the top left corner of your course page as shown below:
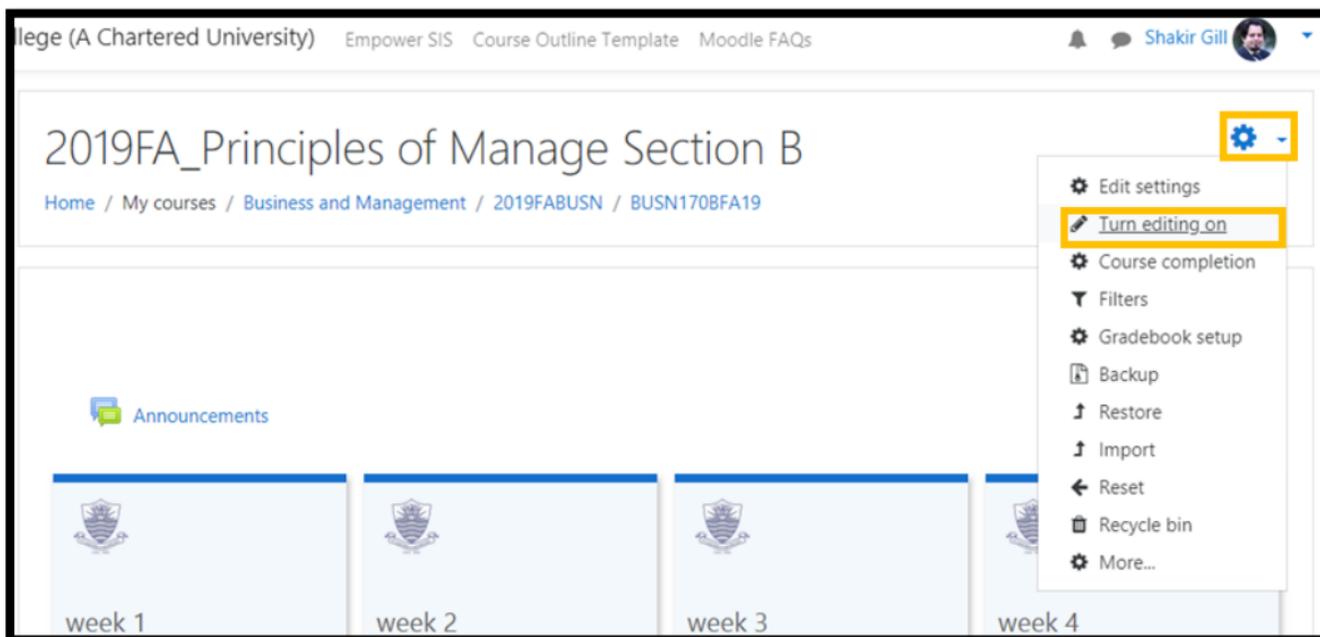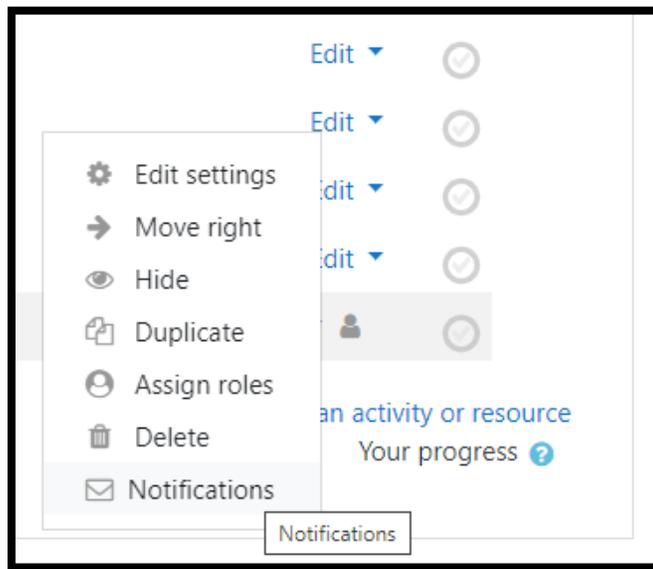
Sending out the notification

Step 1: Click on Edit next to the activity

Go to relevant week/section/tile and click on 'Edit' next to the particular activity. Kindly ensure that 'turn editing on' is activated:
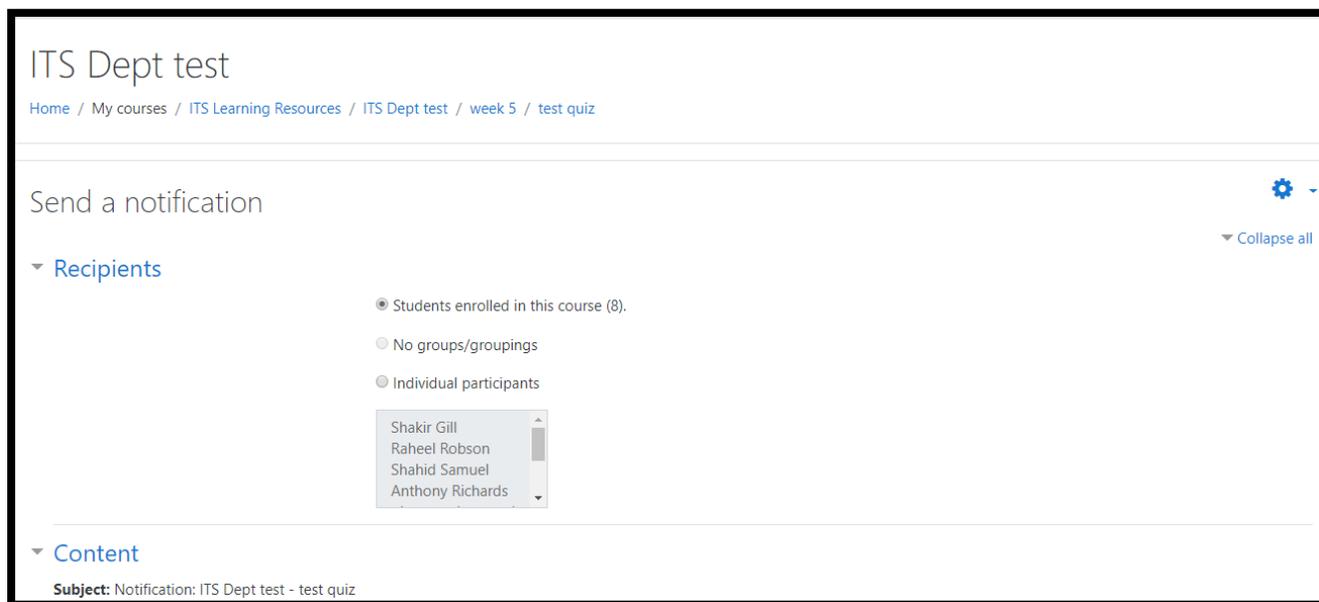

Step 2: Select option: 'Notifications'

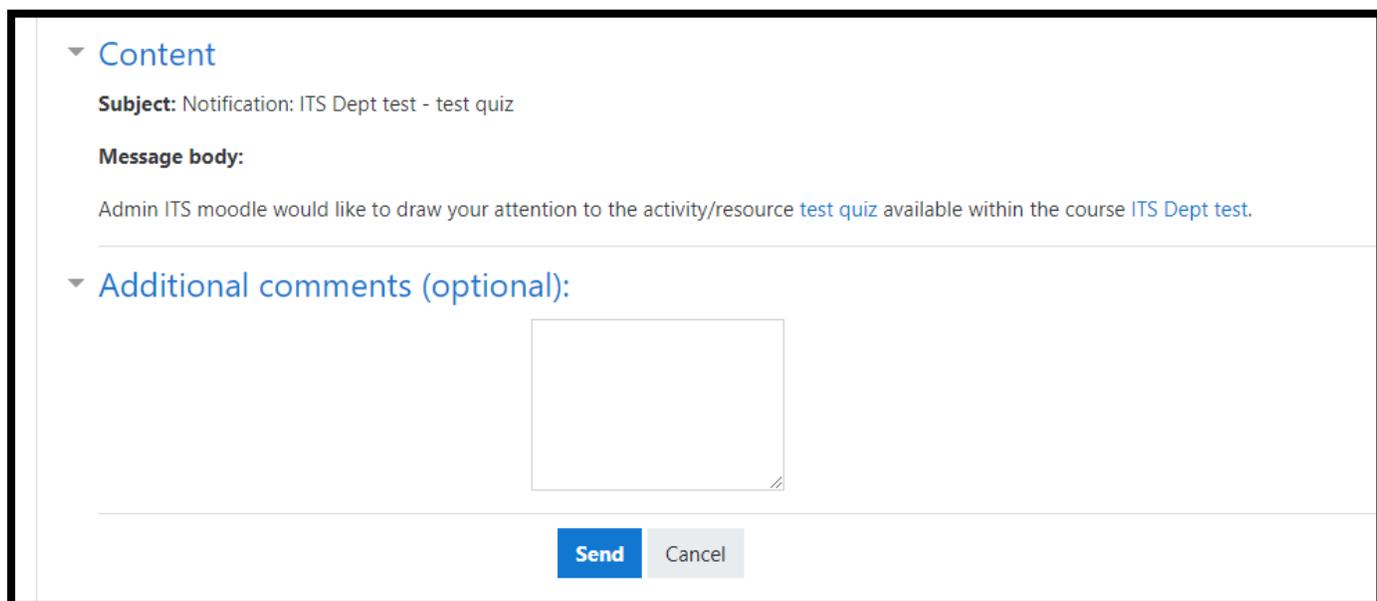On clicking Edit button you will be presented with options. Select 'notifications' from the drop-down menu.

On selecting notifications, you will be directed to new page:

Step 3: Text for notification:

Once you arrive on 'Send a notification' page simply leave the default options and scroll down to the bottom of the page:

See in the above screenshot Moodle has already created a message for you under 'Message body:" and also created "Subject" of email notification.

If you want to add more information simply type the information in a text box under "Additional Comments (optional)" as given in the above screenshot.

And then click button 'Send' given in the above screenshot.

Result at students' end:

Students will receive the notification email in their inbox (The notifications are only sent to FCCU's official email IDs).
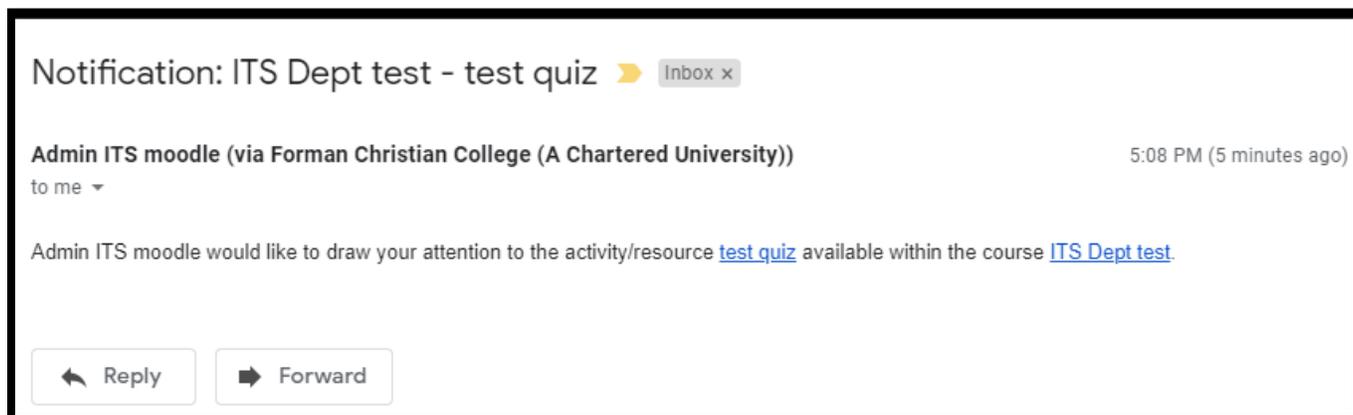
The best thing about the notifications from Moodle is that student can simply click on the hyperlinked activity (i.e. test quiz in the above screenshot) on clicking on the link student goes straight to the activity. However, Moodle asks for username and password before letting the student get on to the Moodle.