

How to send an email to the whole course without including students that have been made "Inactive Students."

Option 1: Course Announcements Forum

Welcome to Sample Course 100!

 Course Announcements



Click on your Course Announcements forum. If you have decided to force subscription on that forum, then everyone in the course will receive an email of the post. This does not include Inactive Students.



Update this Forum

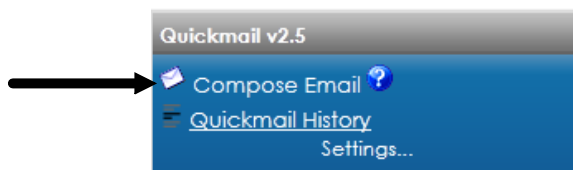
This forum forces everyone to be subscribed



Allow everyone to choose

If you did not force subscription but would like to, simply update your forum.

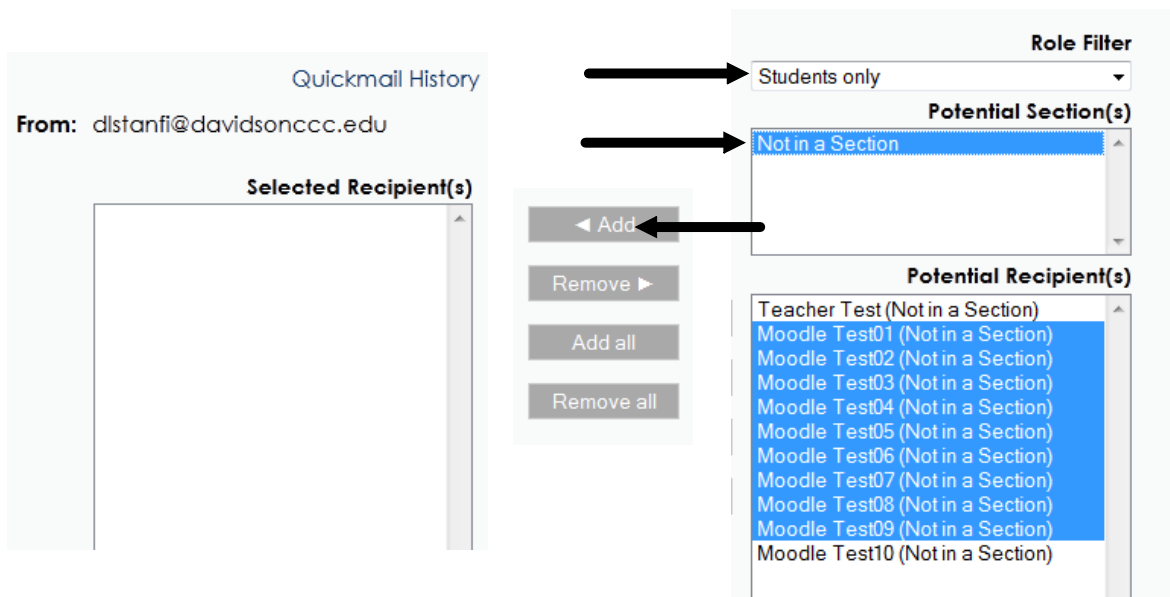
Option 2: QuickMail Block



Navigate to your course and click on the Compose email link within the QuickMail Block.

Select "Students only" from the Role Filter. Then choose "Not in a Section" from the Potential Sections area. This should automatically highlight all active students.

Then click on the Add button.



Quickmail History

From: dlstanfi@davidsonccc.edu

Selected Recipient(s)

- Moodle Test09 (Not in a Section)
- Moodle Test08 (Not in a Section)
- Moodle Test07 (Not in a Section)
- Moodle Test06 (Not in a Section)
- Moodle Test05 (Not in a Section)
- Moodle Test04 (Not in a Section)
- Moodle Test03 (Not in a Section)
- Moodle Test02 (Not in a Section)
- Moodle Test01 (Not in a Section)

Role Filter

Students only

Potential Section(s)

- Not in a Section

Potential Recipient(s)

- Teacher Test (Not in a Section)
- Moodle Test10 (Not in a Section)

- ◀ Add
- Remove ▶
- Add all
- Remove all

Users listed in this column will be recipients of the email.

If you have groups, then you would hold the control key down and select all of the groups that you would like this email to go to.

The screenshot displays a Moodle email recipient selection interface. On the left is an empty box labeled "Selected Recipient(s)". To its right are three main sections: "Role Filter" with a dropdown menu set to "Students only"; "Potential Section(s)" with a list containing "Group 1", "Group 2", and "Not in a Section", where "Group 1" and "Group 2" are highlighted in blue; and "Potential Recipient(s)" with a list containing "Teacher Test (Not in a Section)", "Moodle Test01 (Group 1)", "Moodle Test02 (Group 1)", "Moodle Test03 (Group 1)", "Moodle Test04 (Group 1)", "Moodle Test05 (Group 1)", "Moodle Test06 (Group 2)", "Moodle Test07 (Group 2)", "Moodle Test08 (Group 2)", "Moodle Test09 (Group 2)", and "Moodle Test10 (Not in a Section)", where all items from "Moodle Test01" to "Moodle Test09" are highlighted in blue. Below these sections are four buttons: "Add", "Remove", "Add all", and "Remove all". Arrows point to the "Add" button, the "Students only" dropdown, and the selected items in the "Potential Section(s)" and "Potential Recipient(s)" lists.