

Assessments Reminders /
Marking Reminders

USING QUICKMAIL via MOODLE

ASSESSMENTS REMINDERS

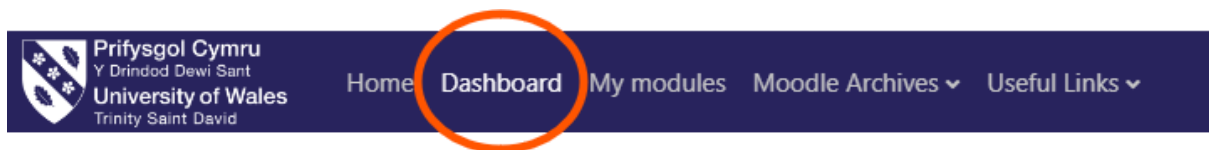
The Assessments Reminders are a group of messages that are sent to students **a week in advance** of their submission deadline.

To support accuracy and our GDPR policy, we are utilising **Quickmail** on Moodle. This way we can personalise the email with the student's name and course information.

The below guides give step-by-step instructions to accessing and utilising this process.

IDENTIFYING SUBMISSION DEADLINES

1. Log in to your Moodle Account and locate 'DASHBOARD' Tab on top of the menu ribbon.



2. This will allow you to access the submissions calendar that is composed when the submission links are created via Moodle.

Calendar						
All courses ▾				New event		
← June		July 2024			August →	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 ○ FINAL BUSINESS PLA... ○ DRAFT BUSINESS PLA... ○ DRAFT Portfolio Sub... ○ DRAFT Presentation S... 6 more	2 ○ DRAFT Submission Li... ○ DRAFT Submission Li... ○ FINAL Submission Lin... ○ DRAFT Submission Li... 5 more	3 ○ DRAFT WRITTEN ASSI... ○ FINAL Submission Lin... ○ DRAFT WRITTEN ASSI... ○ DRAFT Submission Li... 3 more	4	5 ○ DRAFT - Component ... ○ DRAFT - Component ... ○ DRAFT - BMHP6006 - ... ○ FINAL - BMHP6006 - ... 3 more	6	7 ○ DRAFT PRESENTATIO... ○ DRAFT PRESENTATIO... ○ DRAFT PRESENTATIO... ○ DRAFT Portfolio com... 5 more
8 ○ May 24 - Mock Exam ... ○ DRAFT PORTFOLIO S... ○ DRAFT PORTFOLIO S... ○ DRAFT PORTFOLIO S... 11 more	9	10	11	12 ○ DRAFT Submission Li... ○ DRAFT Submission Li... ○ FINAL Submission Lin... ○ DRAFT REPORT Subm... 2 more	13 ○ DRAFT Submission Li... ○ DRAFT Submission Li... ○ FINAL Submission Lin... ○ Draft link 1 script - Pa... 6 more	14 ○ FINAL Report & Practi... ○ DRAFT Report & Prac... ○ WEEKDAY: DRAFT PR... ○ WEEKDAY: FINAL PRE... 20 more
15 ○ DRAFT PROPOSAL Su... ○ FINAL PROPOSAL Su... ○ DRAFT- Component 2... ○ DRAFT BMHP5015 - C... 10 more	16 ○ LCBB5008 Componen... ○ LCBB5008 Componen... ○ Draft Assignment1 - P... 7 more	17 ○ FINAL Submission Lin... ○ FINAL PRESENTATION... ○ DRAFT Submission Li... ○ DRAFT Submission Li... 3 more	18 ○ DRAFT WEEKEND ESS... ○ DRAFT WEEKEND ESS... ○ FINAL WEEKEND ESS... ○ ETHICS APPROVAL FO... 37 more	19 ○ DRAFT Submission Li... ○ DRAFT Submission Li... ○ FINAL Submission Lin... ○ DRAFT Submission Li... 9 more	20 ○ LCBB5008 Componen... ○ LCBB5008 Componen... ○ DRAFT Submission Li... ○ DRAFT Submission Li... 11 more	21 ○ DRAFT Component 2 ... ○ FINAL Component 2 ... ○ DRAFT GROUP PRESE... ○ DRAFT GROUP PRESE... 11 more
22 ○ FINAL Submission Lin... 11 more	23 ○ DRAFT Submission Li... 11 more	24 ○ DRAFT Submission Li... 11 more	25 ○ DRAFT Assignment: 1... 11 more	26 ○ LCBB4012 Assessmen... 11 more	27 ○ LCBB4012 Assessmen... 11 more	28 ○ DRAFT WEEKEND PO... 11 more

3. Identify the submission deadlines that are a week in advance of the current week. **We set up these emails for the whole next week. Usually this is done on Mondays and we create automatic messaging for the whole next week.**

For example: *I was assigned the task to send Assessments Reminders on Monday the 1st of July 2024. That means, I am going to look at and set up all the messaging for the week commencing 8th of July, including up to Sunday the 14th of July.*

4. Once we have identified the upcoming deadline click on the link within the calendar (make sure you select the final link). This will open a pop-up window to the correct Moodle Page.

14 ○ DRAFT PRESENTATION... ○ FINAL PRESENTATION ... ○ DRAFT Group Present... ○ FINAL Group Presenta... 11 more	15	16	17	18 ○ DRAFT REPORT Submi... ○ FINAL REPORT Submis... ○ DRAFT Booklet Submi... ○ FINAL Booklet Submis...
--	----	----	----	--

FINAL Group Presentation Submission Link (LCHS4007 - Component 1 - September 2024 Term) - Group Presentation



Monday, 14 October, 10:01 AM

Course event



Digital Skills and Research Methods (LCHS4007_BIRM)

Submission Inbox

- Once there, locate 'Quickmail' block on your left hand side and click 'Compose Course Message'. (If the 'Quickmail' block is not available on the page, please turn on 'Edit Mode', click 'Add a block' and locate 'Quickmail' in the pop-up page.)

The screenshot shows the Moodle course interface for 'Digital Skills and Research Methods (LCHS4007_BIRM)'. The page includes a navigation bar at the top with links to 'Dashboard', 'My modules', 'Module archives', and 'Useful links'. Below the navigation bar, there is a 'Course Management' button. The main content area displays the course title and a 'Welcome to LCHS4007_BIRM' message. On the right side, there is a sidebar with several blocks: 'Resource Finder - The DigCentre UWISD', 'Groups Upload Block', 'Quickmail', and 'Panopto'. The 'Quickmail' block is highlighted with a yellow circle, and its options (Compose Course Message, View Drafts, View Scheduled, View Sent Messages, My Signatures, Alternate Emails, Configuration) are visible. The 'Panopto' block shows 'Live sessions' and 'Completed recordings'.

6. In the 'Compose Course Message' page please select:

FROM: noreply_moodle@uwtsd.ac.uk

TO: [Select appropriate groups (students). You can select multiple groups at the same time. **(IMPORTANT - Please make sure you select correct groups for the current students AND attach the guide.)**]

SUBJECT: Assessment Reminder

ADDITIONAL EMAILS: Birminghamassessments@uwtsd.ac.uk

ATTACHMENT: [UserGuide Moodle SubmittingAssignments v2024-IICL BIRMINGHAM.pdf](#)

The screenshot shows the Moodle Quickmail 'Compose Course Message' interface. The header includes the University of Wales logo and navigation links like 'Dashboard', 'My modules', 'Moodle archives', and 'Useful links'. The main content area is titled 'Quickmail: Compose Course Message' and has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The form fields are as follows:

- From:** A dropdown menu showing 'noreply_moodle@uwtsd.ac.uk' with an orange arrow pointing to it.
- To:** A dropdown menu showing 'Test JC (Group)' with an orange arrow pointing to it. Below it is a 'Who should receive this message' dropdown with an orange arrow pointing to it.
- Exclude:** A section with 'No excluded recipients' and a 'Who should NOT receive this message' dropdown.
- Subject:** A text input field containing 'Assessment Reminder' with an orange arrow pointing to it.
- Additional emails:** A text input field containing 'birminghamassessments@uwtsd.ac.uk' with an orange arrow pointing to it.
- Body:** A rich text editor with a toolbar containing various icons for text formatting and media insertion.

NOTE: Quickmail allows for personalised emails to be produced as part of the mail service. There are special codes that allow for this to happen.

7. Copy and paste the text below into a mailbox, **making sure you update the deadline date and time and type of assessment in the text before sending.**

***COPY TO USE**

Dear [:firstname:],

This is a friendly reminder that your *ENTER ASSESSMENT TYPE* for [:coursefullname:] is due on the *ENTER DEADLINE*.

If you need support with your work please contact your lecturer in the first instance.

Attached to this email you will find a step-by-step guide on how to submit the assignment via Moodle.

If you believe that you won't be able to engage with your assessment due to the circumstances outside of your control (hospitalisation, bereavement, eviction etc.)

please speak to the Birmingham Assessments team

on **Birminghamassessments@uwtsd.ac.uk** who can advise you.

The University offers all students wellbeing and mental health support. If you experience stress or anxiety, contact [Wellbeing Support](#). The University also offers [Learning Support](#) for students who need assistance with their studies.

**If you have Differentiated Deadline, please follow the advice from the Learning Support Team.*

Thank you,

Birmingham Assessments Team

Birmingham Campus

E-mail: birminghamassessments@uwtsd.ac.uk

Phone: 0121 229 3000

8. **Before sending, select the correct options at the bottom of the 'Compose Course message' screen.**

SEND MESSAGE AS: Email

SEND AT: (Select date – 1 week before the deadline)

RECEIVE A SEND REPORT: YES (you will receive receipt to your personal email once the message is sent)

Attached files Maximum size for new files: 100 MB

Files

You can drag and drop files here to add them.

Signature You have no signatures. Create New.

Send message as Email

Send at
☒ Enable
 23
September
2024
10
30
📅

Receive a send report
☒ Yes ☐ No

Send Message
Save Draft
Cancel

9. Click ‘SEND MESSAGE’ (repeat the process for each FINAL deadline)



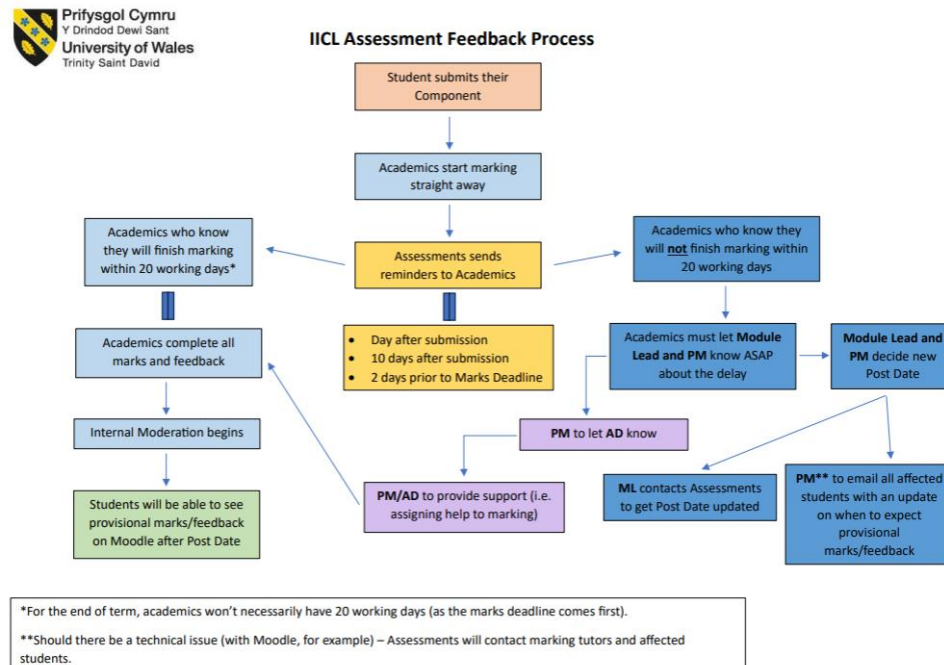
MARKING REMINDERS

Marking Reminders are a group of messages sent to lecturers reminding them of the marking.

Marking Reminders should be sent at the intervals as per below:

- **FIRST REMINDER** to be send **1 day after the deadline.**
- **SECOND REMINDER** to be send **10 days after the deadline.**
- **FINAL REMINDER** to be send **2 days prior to Post Date.**

See below the flow chart that this is based on:



FOLLOW THE STEPS 1-5 as per 'Assessment Reminders' guide.

6. In the 'Compose Course Message' page please select:

FROM: [your personal email] – (this will help with lecturers being able to follow up to you regarding any issues)

TO: [Select appropriate groups] (staff – these will have SEPTEMBER 2024 in their group name). **(IMPORTANT - Please make sure you select correct group for the current module staff.)**

SUBJECT (select appropriate): Marking Reminder (for first reminder) or Further Reminder (for second reminder) or Final Reminder (for Final Reminder)

ADDITIONAL EMAILS: Birminghamassessments@uwtsd.ac.uk

NOTE: Quickmail allows for personalised emails to be produced as part of the mail service. There are special codes that allow for this to happen.

7. Copy and paste the correct template as per below into a mailbox **making sure you update the Marking Deadline in the text before sending.**

***COPY TO USE (FIRST REMINDER)**

Dear [:firstname:],

This is a reminder that the submissions for ENTER COMPONENT / TASK for [:coursefullname:] are now ready for marking. Please note that the provisional grades and feedback are due by ENTER POST DATE DEADLINE.

Important:

If you are unable to meet this deadline, it is essential that you contact your Programme Manager and Module Lead **immediately**. This will allow them to notify both the Birmingham Assessments Team and the affected students with an updated Post Date, and provide you with support.

We appreciate your attention to this matter and your commitment to ensuring timely feedback and provisional marks return for our students.

Thank you for your cooperation.

Best regards,

Birmingham Assessments Team

Birmingham Campus

E-mail: birminghamassessments@uwtsd.ac.uk

Phone: 0121 229 3000

***COPY TO USE (SECOND REMINDER)**

Dear [:firstname:],

This is a further reminder that the submissions for ENTER COMPONENT / TASK for [:coursefullname:] must be assessed, with feedback provided, by ENTER POST DATE DEADLINE. If you have already completed your marking, please double-check your group for any late submissions.

Important:

If you anticipate being unable to meet this deadline, it is **crucial** that you inform your Programme Manager and Module Lead as soon as possible. This will ensure that both the Birmingham Assessments Team and the affected students are promptly updated with the revised Post Date by them.

Thank you for your attention and cooperation.

Best regards,

Birmingham Assessments Team
Birmingham Campus
E-mail: birminghamassessments@uwtsd.ac.uk
Phone: 0121 229 3000

***COPY TO USE (FINAL REMINDER)**

Dear [:firstname:],

This is a **final reminder** that all submissions for ENTER COMPONENT / TASK for [:coursefullname:] must be assessed, with feedback, by ENTER POST DATE DEADLINE. Please check the marking status for your group to assess any late submissions.

Important:

Failure to meet this deadline is not acceptable without prior notification. If you are unable to complete the marking by the deadline, you must **immediately** contact both your Programme Manager and your Module Lead. They are required to inform the Birmingham Assessments Team and students of the delay and provide a new Post Date.

Your prompt attention to this matter is essential.

Thank you.

Birmingham Assessments Team
Birmingham Campus
E-mail: birminghamassessments@uwtsd.ac.uk
Phone: 0121 229 3000

- Before sending, select the correct options at the bottom of the 'Compose Course message' screen.

SEND MESSAGE AS: Email

SEND AT: (Select dates for each Reminder – **REMEMBER: These can be set up in advance and Moodle will send them on the scheduled date**)

RECEIVE A SEND REPORT: YES (you will receive receipt to your personal email once message is sent)

- Click 'SEND MESSAGE' (repeat the process for each reminder).

Appendix 1 – Messages Appearance

- Below you will see the way these messages appear in students/staff mailboxes

Assessments Reminder

[LCHS4007_BIRM] Assessment Reminder

JC

Jakub Ceglaz<noreply_moodle@uwtsd.ac.uk>
To: Jakub Ceglaz

☺ ↩ Reply ↩ Reply all ➡ Forward | 📧 🗑️ 📅 ⋮

Mon 23/09/2024 11:48

Dear Jakub,

This is a friendly reminder that your *ENTER ASSESSMENT TYPE* for Digital Skills and Research Methods (LCHS4007_BIRM) is due on the *ENTER DEADLINE*.

If you need support with your work please contact your lecturer in the first instance.

If you believe that you won't be able to engage with your assessment due to the circumstances outside of your control (hospitalisation, bereavement, eviction etc.) please speak to the Birmingham Assessments team on **Birminghamassessments@uwtsd.ac.uk** who can advise you.

The University offers all students wellbeing and mental health support. If you experience stress or anxiety, contact Wellbeing Support. The University also offer Study Skills sessions for students who need assistance with their studies.

**If you have Differentiated Deadline, please follow the advice from the Learning Support Team.*

Thank you,

Birmingham Assessments Team
Birmingham Campus
E-mail: birminghamassessments@uwtsd.ac.uk
Phone: 0121 229 3000

↩ Reply ➡ Forward

Marking Reminders

[LCHS4007_BIRM] Marking Reminder

JC

Jakub Ceglarz <noreply_moodle@uwtsd.ac.uk>
To: Jakub Ceglarz

☺ ↩ Reply ↩ Reply all → Forward 📎 ⚙️ 🗃️ ⋮

Mon 23/09/2024 11:46

Dear Jakub,

This is a reminder that the submissions for Digital Skills and Research Methods (LCHS4007_BIRM) are now ready for marking. Please note that the provisional grades and feedback are due by ENTER POST DATE DEADLINE.

Important:
If you are unable to meet this deadline, it is essential that you contact your Programme Manager and Module Lead **immediately**. This will allow them to notify both the Birmingham Assessments Team and the affected students with an updated Post Date, and provide you with support.

We appreciate your attention to this matter and your commitment to ensuring timely feedback and provisional marks return for our students.

Thank you for your cooperation.
Best regards,

Birmingham Assessments Team
Birmingham Campus
E-mail: birminghamassessments@uwtsd.ac.uk
Phone: 0121 229 3000

↩ Reply

→ Forward

Sent Report

Sent Message: Assessment Reminder

JC

Jakub Ceglarz <noreply_moodle@uwtsd.ac.uk>
To: Jakub Ceglarz

☺ ↩ Reply ↩ Reply all → Forward 📎 ⚙️ 🗃️ ⋮

Mon 23/09/2024 11:48

Your message has been sent! You can view further details of this sent message [here](#).

Message details summary:

Course: Digital Skills and Research Methods (LCHS4007_BIRM)

Message Subject: Sent Message: Assessment Reminder

Recipients: 3

Additional Recipient Emails: None

Sent To Mentors: No

File Attachment Count: 0

Message Body:

Dear [:firstname:],

This is a friendly reminder that your *ENTER ASSESSMENT TYPE* for [:coursefullname:] is due on the *ENTER DEADLINE*.

If you need support with your work please contact your lecturer in the first instance.

If you believe that you won't be able to engage with your assessment due to the circumstances outside of your control (hospitalisation, bereavement, eviction etc.) please speak to the Birmingham Assessments team on **Birminghamassessments@uwtsd.ac.uk** who can advise you.

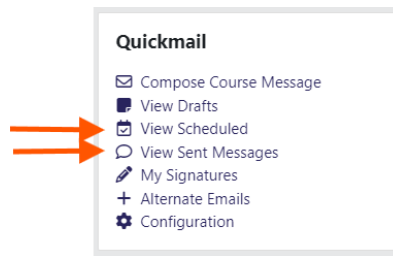
The University offers all students wellbeing and mental health support. If you experience stress or anxiety, contact Wellbeing Support. The University also offer Study Skills sessions for students who need assistance with their studies.

**If you have Differentiated Deadline, please follow the advice from the Learning Support Team.*

Thank you,

Birmingham Assessments Team
Birmingham Campus

Appendix 2 – Quickmail (Further Settings)



By clicking 'View Scheduled' you will be able to see (and check) all the Quickmails that YOU scheduled.

By clicking 'View Sent Messages' you will be able to see all Quickmails that YOU sent.

Appendix 3 – Further Training

MOODLE: [Quickmail block - MoodleDocs](#)