

How to send an email to students who have not submitted an assessment item

1. Login to iLearn Insights from the link in the left-hand menu of an iLearn course

ARTS1000 Humanities and the World

My home / My units / ARTS1000_SHFYR_2022_ALL_U

How does studying the humanities, arts and social sciences benefit society? What is their contribution in the fast-evolving world of work? Studying these disciplines will open you to the examination of the entirety of the human condition and will encourage you to grapple with complex personal, historical, societal and moral issues ever-present in life. This unit is an interdisciplinary introduction to the main approaches, methods and issues in the study of humanities, arts and social science, with particular reference to key transferable skills which you will develop in your learning journey through the Bachelor of Arts. Case studies drawn from a variety of disciplines and real-life situations will be employed to illustrate the ways in which humanities, arts and social sciences respond to life by making significant contributions to addressing complex situations, personal and professional. In addition, you will develop essential skills and strategies needed to succeed as a university Bachelor of Arts undergraduate student. These skills will be applicable to each of the subject disciplines that constitute the Bachelor of Arts. This unit will necessarily focus attention on the study of the first two centuries of the

2. Click the *Activities* tab in the top menu bar and select *Activity details* from the drop-down menu.

My iLearn Units | Feedback & Feature Requests | What's New | Help

Unit | **Activities** | Forum | Echo360 & Zoom | Personalised targeted email | Personalised bulk email

Database last updated on Wednesday 8th of March 2023 11:21:15 AM

ARTS1000 Humanities and the World

ARTS1000_SHFYR_2022_ALL_U

Selected dates: 27 Jul 2022 to 23 Nov 2022

Unit Engagement
Engagement: 21%
Login: 0%
On-time submissions: 43%

Settings | Details | Calculation

Unit key findings | Unit access for 14 days

3. Scroll down to the activity you are emailing about. Click the number in the *Not submitted* column.

Skills Portfolio 1 - Part 1

Due on 29 Aug 2022 11:55 PM (6 months and 6 days ago)

Submission	Graded	Needs Marking	Not submitted	Grouping Mode	Restrictions	Max Attempts	Max. Mark	Participants	Post Date
356 / 425 (83.8%)	356 / 425 (83.8%)	0	69		X	1	100	425	14 Sep 2022

4. Scroll down and click the box in the *Email* column for individuals you want to email, or click *Select All* to email all students.

Filter By:

Groups:

First name

Last name

Academic integrity module completion

Email sent within last 7 days 0.0

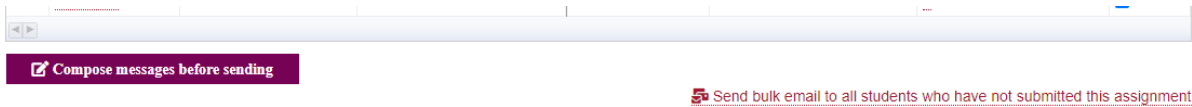


Note: A blank entry in 'Activity mark' and 'Gradebook mark' column has been replaced by an integer (Zero) value.
 Onshore: Assignment submitted from Australia.
 Unknown: Assignment submission location cannot be determined.
 Offshore: Assignment submitted and iLearn accessed from outside Australia.
 *Offshore: Assignment submitted from outside Australia, but iLearn accessed (within approx. 12 Hrs) from Australia.

Select All:

	Username	First name	Last name	Academic integrity module completion	Email sent within last 7 days	Total email sent	Email
1				Yes	0	4	<input checked="" type="checkbox"/>
2				Yes	0	4	<input checked="" type="checkbox"/>
3				Yes	0	4	<input checked="" type="checkbox"/>
4				Yes	0	4	<input checked="" type="checkbox"/>
5				Yes	0	4	<input checked="" type="checkbox"/>
6				Yes	0	4	<input checked="" type="checkbox"/>
7				Yes	0	4	<input checked="" type="checkbox"/>
8				Yes	0	4	<input checked="" type="checkbox"/>
9				Yes	0	4	<input checked="" type="checkbox"/>
10				Yes	0	4	<input checked="" type="checkbox"/>

5. Scroll to the bottom and select *Compose message before sending*



6. Compose the email message to send to all students. Items in brackets { } are variables that the system will replace with data from iLearn. If you don't want a copy of the email remove your email address from the Bcc field. Click *Preview messages before sending*.

Select suggested snippets for assignments not submitted

Variables:

Compose email:

Note: Plain text only. No copy paste from word document. Avoid special characters. double quote (") will be converted to single quote (')
 Allowed attachments: .pdf, .doc, .docx, .png, .xls, .xlsx, .csv, .txt Maximum size: 5MB. Avoid special characters in file name.

Message subject:

Sender:

Reply to:

Bcc:

Attachment 1: No file chosen

Attachment 2: No file chosen

Dear {#FIRSTNAME#},

You have an assessment {#ACTIVITYTITLE#} due {#ACTIVITY_DUE_DATE_AND_TIME#}. I can see that you have not submitted your assessment yet. If you have submitted your assessment in the last 24 hours you can ignore this message.

So far {#ACTIVITY_SUBMISSIONS#} of {#ACTIVITY_PARTICIPANTS#} classmates have submitted their assessment.

If you are planning to submit a Special Consideration Request please read the {#COURSE_UNIT_GUIDE_LINK#} for further information on the Special Consideration Policy and Procedure. Any Special Consideration Requests must be submitted {#BOLD_START#}within 5 days{#BOLD_END#} of the assessment due date.

If you are having difficulties with your studies there are a number of support services available from the university. Including: {#SUPPORTSERVICES#}

Please reach out to us for help if you require additional support.

7. Insights will then show you a preview of the email that will go to the first student on the list. If you are happy with the preview click *Send message now*. If you would like to change the email click *Back to compose email*.

Message subject: ARTS1000: Skills Portfolio 1 not submitted yet

Sender: robert.matthews@mq.edu.au

Reply to: robert.matthews@mq.edu.au

Bcc: robert.matthews@mq.edu.au

Attachment 1:

Attachment 2:

Dear Louisa,

You have an assessment [Skills Portfolio 1](#) due Monday, 29 August 2022, 11:55PM. I can see that you have not submitted your assessment yet. If you have submitted your assessment in the last 24 hours you can ignore this message.

So far 356 of 425 classmates have submitted their assessment.

If you are planning to submit a Special Consideration Request please read the [unit guide](#) for further information on the Special Consideration Policy and Procedure. Any Special Consideration Requests must be submitted **within 5 days** of the assessment due date.

If you are having difficulties with your studies there are a number of support services available from the university. Including:

Studywise: <https://learn.mq.edu.au/course/view.php?id=16580>

Campus Wellbeing: <https://students.mq.edu.au/support/wellbeing>

AskMQ: <https://ask.mq.edu.au/>

Please reach out to us for help if you require additional support.

Kind regards

Robert Matthews

You are about to send email to following 69 student(s).

 Send messages now

 Back to compose email

Username	First Name	Last Name	Email sent within last 7 days	Total email sent
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