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

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

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

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.
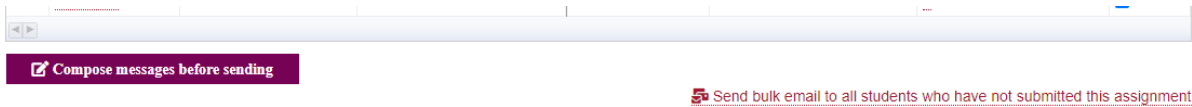
① Note: A blank entry in 'Activity mark' and 'Gradebook mark' column has been replaced by an integer (Zero) value.
Onshore: Assignment submitted from Australia.
Unknown: Assignment submission location cannot be determined.
Offshore: Assignment sunmitted and iLearn accessed from outside Australia.
*Offshore: 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		Louisa	Rybneiter	Yes	0	4	☑
2		Kimberly	Pauls	Yes	0	4	☑
3		Benjamin	Heffnan	Yes	0	4	☑
4		Ju	Trin	Yes	0	4	☑
5		Jennifer	Chen	Yes	0	4	☑
6		Logan	Smith	Yes	0	4	☑
7		Daniel	Mccarthy	Yes	0	4	☑
8		Shanal	Kumar	Yes	0	4	☑
9		Veronica	Halley	Yes	0	4	☑
10		Mollie	Sheehan	Yes	0	4	☑

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

◀ ▶

✎ Compose messages before sending

📧 Send bulk email to all students who have not submitted this assignment

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: Select 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: [{#UNITCODE#}: {#ACTIVITYTITLE#} not submitted yet   ]

Sender: [robert.matthews@mq.edu.au   ]

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

Bcc: [robert.matthews@mq.edu.au   ]

Attachment 1:
[Choose File] No file chosen

Attachment 2:
[Choose File] 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.

🔍 Preview messages before sending

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://ilearn.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