Sending Announcements and Emails in MyAberdeen

Sending Announcements in MyAberdeen Courses & Organisations

The Announcements tool can be used to communicate important updates, reminders or supplementary information to course or organisation participants (students and staff enrolled in your course or organisation). We recommend sending announcements, over sending emails – for further information on this please see the note 'Important', on the following page.

1. Log into MyAberdeen using your University username and password.
2. On the Home Page, click on the Course or Organisation you want to send an announcement to. Courses are listed in the ‘201X – 201X Courses’ panel. Organisations are listed in the ‘My Organisations’ panel.
3. On the left navigation menu, click on Announcements.
4. Click on Create Announcement

5. Write a Subject for your announcement and add the message content in the text area provided.

6. You can opt for a date restricted announcement or not date restricted. We recommend not restricting the date so that a record of all the announcements sent are available to all participants at all times.
   - By selecting date restricted, the message will only be visible between the specified dates and times. If you opt for this option you will be able to choose to display your message after a specific time and/or until a specific time.
   - By selecting not date restricted, the message will be visible until you remove it from the list.
7. If you would like to send an email copy of this announcement to course (or organisation) participants, regardless of their notification settings, then select the Email Announcement check box.

8. Optionally, you can link to a course area, tool, or item by clicking Browse in the Course Link section.

9. Click Submit to send the announcement. A message appears at the top of the page confirming that the announcement was sent.

10. You can see the announcement in the Announcement list and, if you have selected the Email Announcement option you will receive a copy of this message in your inbox.

**Important:** We recommend sending an announcement to students, over sending an email, especially when the information that is communicated is critical to course success (e.g. assessment information, exam schedules etc.).

MyAberdeen keeps no record of the emails which are sent or received and the message will only appear in the inbox of the external email client. When the course coordinator chooses to email the course list instead of posting an announcement, course participants become solely responsible for creating a backup copy of all the important messages, in case these are needed at a later date. Furthermore, emails sent via MyAberdeen can often be filtered into the students’ spam or junk folder by their email client settings.

However, announcements can be sent via email to all the enrolled students, regardless of their notifications settings, and are displayed both on the MyAberdeen home page and on the course home page, and via notifications to mobile devices. Opting to send an announcement increases the visibility of the transmitted message and ensures students can always view it.

For this reason, the preferred option should always be to post an announcement, as it ensures students can receive the message even if they cannot gain access to their email or have accidentally deleted it from their inbox. A plain course list email might be more suitable only when sending information that is not related to the course and a record of it is not necessary for easy access within MyAberdeen (e.g. contacting instructors or individuals about matters that are not relevant to the entire list of course participants).

**MyAberdeen and SRS:** Student enrolments in courses in MyAberdeen are updated directly from the course enrolment data in the Student Record System (SRS). These updates take place every hour (less frequently outwith the working day) so any changes in your course list in the SRS, whether new enrolments or withdrawals, are updated within 1 – 2 hours in MyAberdeen.
Sending Email in MyAberdeen Courses and Organisations

The next section of this fact sheet guides you through sending emails in MyAberdeen.

Separate guides are available for MyMBChB, MyBDS, MyPA and MyMedSci. These are contained within each respective MyVLE. Alternatively contact the Medi-CAL Unit for guidance – medi-cal@abdn.ac.uk.

The ability to send email in MyAberdeen Courses and Organisations appears in different areas in your course or organisation (for example, under Course/Organisation Tools you can access the 'Send Email’ tool, or you can send email via the Grade Centre or through functionality available in your course 'Retention Centre’).

The 'Send Email’ tool is useful if you want to send emails to individual groups (eg. only students, only teaching staff, only specific groups (eg. tutorial groups, groups associated with assessment activities, lab groups, field work groups)).

You can also access the Send Email function directly from the Home Page in MyAberdeen, which is the route described below:

1. On the Home Page, locate the ‘Tools’ panel and click Send Email.
2. Click on the Course or Organisation you want to send an email to.
3. Choose who to send email to. To send to the whole class, choose All Student Users.

![Send Email Tool](image_url)
4. Compose your email in the message area. Add a subject – your message will not be delivered without one – and attachments if appropriate.

We would recommend against sending large attachments via email.

5. Click **Submit** to send the message.

A message appears at the top of the page confirming that the message was sent.

**Note:** The message is not a confirmation that any users received the message.

6. You will receive a copy of the message.

**Need help?**

If you have any queries or need help using MyAberdeen to send email to your class lists, please contact the eLearning team in the Centre for Academic Development.

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Email: elearning@abdn.ac.uk

Web: www.abdn.ac.uk/elearning