



Thommen's Timely Technology Tips "Provide a Gentle Reminder" Using Reports to Address E-mail

During the first two weeks of the semester, many students are overwhelmed and confused. If your class has online components (i.e., discussions, drop box assignments, online tests, documents to read, etc.), and deadlines, a brief reminder can proactively reduce early semester stress.

ANGEL makes this course mail reminder fast and easy to produce.

Run a Report

1. Click on the ANGEL **Report** tab.
2. Set the **Category** field to read → **WhoDunit**
3. Set the **Report** field to either **Forum Posts** or **Item Completion**. The **Item Completion** setting encompasses posting an assignment to a drop box, taking an online test, or accessing an item on your class site.
4. Set the **Users** field to **Enrolled Students** or to a particular team for a more focused report.
5. If you have set the **Report** field to **Forum Posts**, you will see a sentence that you can use to configure your report; you can make it read: *List users that [Have or Have not] contributed [any posts or any replies], to [the_title_of_your_forum]* .
6. If you have set the **Report** field to **Item Completion**, you will see a sentence that you can use to configure your report; you can make it read: *List users that [Have or Have not] completed [the_title_of_your_assignment/test/item]* .
7. Set the **Select report view** field to **Table**, and the report will display a list of students that meets the criteria set in the configuration sentence.

Send the Reminder

1. Once the report listing the students is configured as desired, click on the **Send Mail** button.
2. The mail client will appear with your name in the **To:** field and all of the students in the report will be listed in the **BCC:** field.
3. Fill in the subject for the mail item.
4. Type a reminder message to the student in the message area. You can personally address the student using their first name, by typing the text: `$first_name$` as part of the message.
5. Click the **Send** button and your reminder is done.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Tps&Trks > TTTT
http://www.lcc.edu/cte/resources/thommen_tips/

