

Send Frequent Assignment/Quiz Reminders

“I know it’s our responsibility to follow through with a class but **life is crazy** and sometimes I wish I had a last warning that an assignment was going to close. If I did, I’d definitely stop what I’m doing to submit something! Maybe like a day **warning or something.**”



Message Student Who...

This convenient feature allows you to

- Poke a student with a reminder shortly before an assignment is due.
- Reach out to students that have not yet received a grade
- You could also reach out to students that scored below a certain % to offer them a chance to meet with you and resubmit.
- You can also reach out to students that are doing very well in class and send them a note of kudos/recognition.

Chapter 1 Assignment Out of 32	Chapter 1 & 2 Quiz Out of 20
32	18
31.5	13.5
30.5	0

Steps:

1. Go to the course **gradebook**.
2. Find the assignment or Quiz that is almost due and click the **down arrow** in the title header box.
3. Select the “**Message Students Who...**” option.
4. Depending on what you’d like to do, of the options listed above, **select the desired action**.
5. You will then be given a message box containing all the students that fit the criteria set. You can **type out your message and send** it to them all individually, at once.

Message Students for Chapter 1 Assignment

Message students who...

for Chapter 1 Assignment

Haven't submitted yet

Subject: No submission for Chapter 1 Assignment

Message: Hey Guys, This assignment will close in 2 nights. Please find some time to get your work submitted. If you have any questions I will be available from 5:00 pm to 10:00 pm. If I do not answer, leave a message. I will get back to you the following morning.

Cancel Send Message