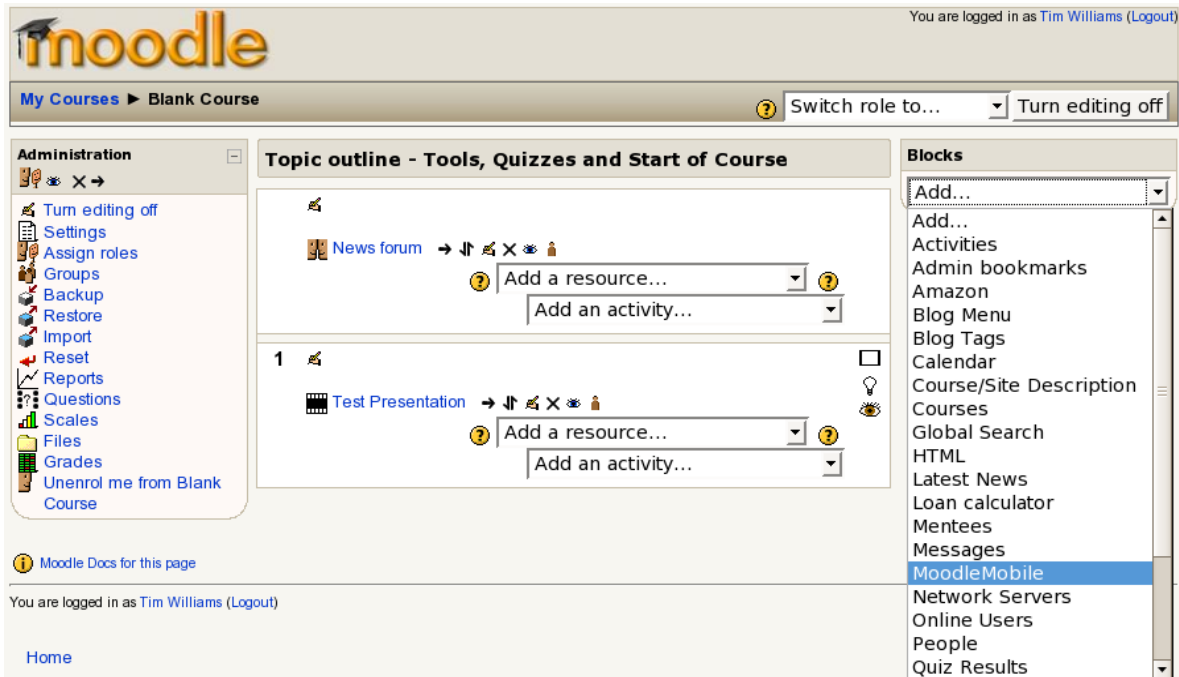


MoodleMobile Block

This document describes how to add a MoodleMobile block to your course and use it to send text messages and emails to your students.

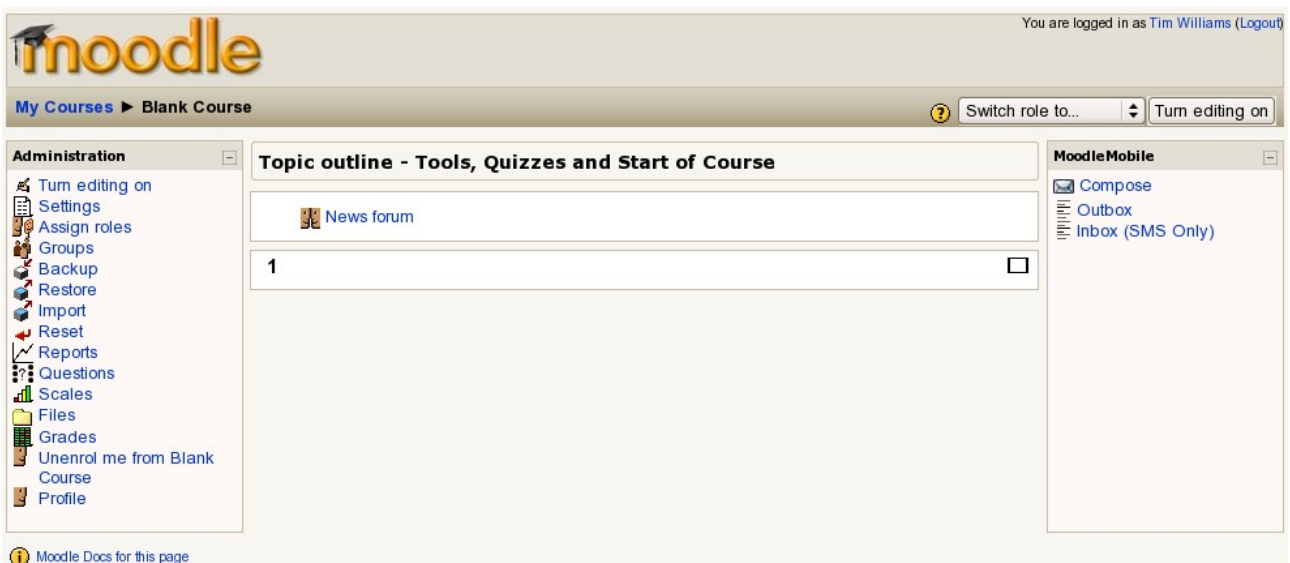
Adding MoodleMobile to your course

- 1) Navigate to the course home page and click *Turn editing on*.
- 2) The MoodleMobile block should appear on the *Blocks* list on the right of your screen as shown below :



3) Select *MoodleMobile* from the list and the block will be added to your course home page. If you want, use the arrow icons to move the block around the page.

4) Once you are happy with the blocks positioning, click *Turn editing off*. The block is now ready for use.



Sending a Message

1) On the course home page, find the MoodleMobile block and click the *Compose* link. This will take you to the message composition page shown below.

The screenshot shows the MoodleMobile message composition interface. At the top, the Moodle logo is on the left and the user is logged in as Tim Williams on the right. Below the navigation bar, the MoodleMobile section is active, with tabs for Compose, Outbox, and Inbox (SMS Only). The main content area is titled 'MoodleMobile' and contains the following elements:

- To:** Select all / Deselect all
- Recipient List:** A table of users with checkboxes and icons:

<input type="checkbox"/> Guest User [✘] [✘]	<input type="checkbox"/> Cedric Ashley [✉] [✘]	<input type="checkbox"/> Ed Beddows [✉] [📱]	<input type="checkbox"/> Fred Bloggs [✉] [✘]
<input type="checkbox"/> Graham Mason [✉] [📱]	<input type="checkbox"/> Test User 1 [✉] [📱]	<input type="checkbox"/> Tim Williams [✉] [📱]	
- Message type:** Text Message + Email [?]
- Include sender name in text message:**
- Subject:** [Text input field]
- Message:** [Large text area]
- Read carefully** [?], **Write carefully** [?], **Use emoticons** [😊]
- SMS Credit Usage:** 19 character(s), 1 sms message
- Formatting:** Moodle auto-format [?]
- Attachment:** [Text input field] (Optional - only sent with emails) [Choose or upload a file ...]
- Buttons:** Cancel, Send Message(s)

2) At the top of the screen, you will see a table of users who are registered for the course, just select the users you wish to contact by clicking on the check-boxes next to each users name, or use the *select all* link if you wish to contact all course users. If you see a cross through either the envelope or mobile phone icon next to any given user, then this means that a valid email address or mobile phone number was not found for this user.

3) The *Message Type* allows you to select which types of message are sent :

a) *Text Message + Email* : This option will cause an email and a text message to be sent to all selected users. For those users who do not have a registered mobile phone number, only an email will be sent. Any attachments specified will be sent by email only.

b) *Text Message only* : This will send text messages only, if a user does not have a registered mobile phone number, then the message will not be sent to that user. Attachments cannot be sent using this option.

c) *Email only* : This option will send emails only to all selected users.

d) *MoodleMessaging + Text Message* : This will send the message using Moodle built in instant messaging function as well as a text message notification.

e) *MoodleMessaging* : This will send the message using Moodle built in instant messaging function.

4) If you want to include a 'From:' line at the top of the text message (emails will always have this), then tick the *Include sender name in text message* box. This will cause additional characters to be used in your text message.

5) Now enter the message subject and text into the *Message* box. The message box does allow you to use formatting, however, this formatting will only be shown in the email version of your message. All formatting will be removed for the text message version.

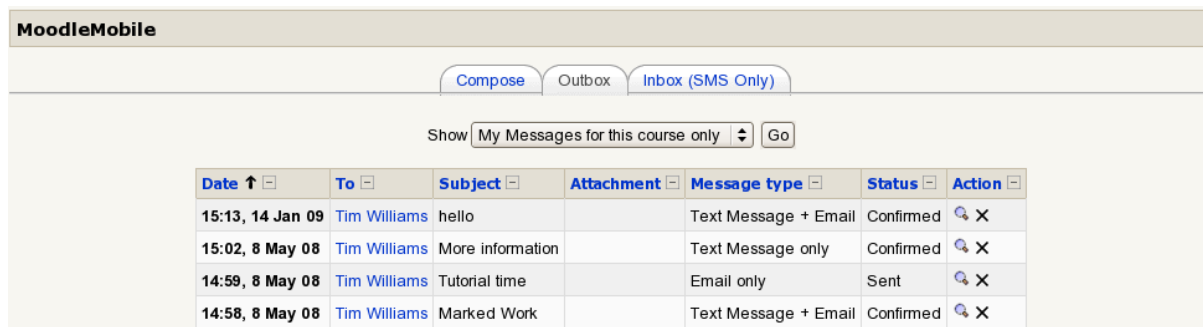
6) The *Credit Usage* box shows how many separate SMS messages are required to send your message and the total number of characters used.

7) The *Attachment* options lets you send an attachment with the email version of the message. Attachments will not be sent by text message.

8) Once you are happy with your message, click the *Send Text/Email* button and your message will be sent.

Outbox/Inbox

1) You can view your message sending history by clicking the *Outbox* link in the MoodleMobile block on the course home page.



The screenshot shows the MoodleMobile interface with tabs for Compose, Outbox, and Inbox (SMS Only). Below the tabs is a filter dropdown set to 'My Messages for this course only' and a 'Go' button. A table displays the message history with columns for Date, To, Subject, Attachment, Message type, Status, and Action.

Date ↑	To	Subject	Attachment	Message type	Status	Action
15:13, 14 Jan 09	Tim Williams	hello		Text Message + Email	Confirmed	
15:02, 8 May 08	Tim Williams	More information		Text Message only	Confirmed	
14:59, 8 May 08	Tim Williams	Tutorial time		Email only	Sent	
14:58, 8 May 08	Tim Williams	Marked Work		Text Message + Email	Confirmed	

2) The outbox page shows a summary of the messages you have sent to your students. You can view the details of a message by clicking the *magnifying glass* icon and delete it from you history by clicking the *X* icon.

3) When viewing an existing message from the history list, it can be edited and re-sent as a new message. The edited and re-sent version of the message will be saved as a new entry in your history list, the original version of the message will be unchanged.

4) The *status* column shows you the current send status of the message.

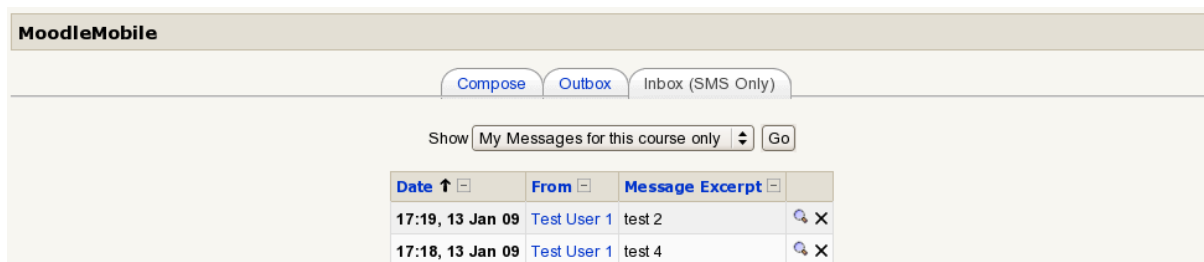
Sent : The Message has been passed for delivery and accepted with no errors.

Confirmed : The delivery of the SMS Text message has been confirmed by the PageOne server. This status will not be displayed for messages which are only sent by Email or MoodleMessaging, these will remain as *Sent*.

Errors : Some errors were recorded during the sending of this message. View the message details for more information.

5) The sort order of the messages can be changed by clicking on the column headers. The black arrow indicates the column and direction currently selected.

6) Incoming messages will be delivered to you via either email or the MoodleMessaging system (depending on your system set-up), so there is no need to check for replies within MoodleMobile. However, the *Inbox (SMS Only)* tab will show a log of all messages received by SMS text message.



The screenshot shows the MoodleMobile interface with tabs for Compose, Outbox, and Inbox (SMS Only). Below the tabs is a filter dropdown set to 'My Messages for this course only' and a 'Go' button. A table displays the message history with columns for Date, From, and Message Excerpt.

Date ↑	From	Message Excerpt	Action
17:19, 13 Jan 09	Test User 1	test 2	
17:18, 13 Jan 09	Test User 1	test 4	