

## Send a Message to Selected Students from Reports and the Gradebook

Instructors can quickly send a message to students while viewing reports or the Gradebook. In most class reports, there is a number icon by each student's name that gives the position of the student in the sorted list. Since the default sort is by student name, the numbers will reflect the position of the student in the alphabetical list. If instructors sort on a different column, the numbers will show the position of the student relative to this new sort. By sorting on a column and then using this feature, instructors can quickly send messages to groups of students that have high or low values for any column. Furthermore, instructors can send messages without having to navigate through the ALEKS Message Center or lose their place within the report or Gradebook.

This feature is available for all Higher Ed courses in the Basic and Advanced Instructor Modules.

### Send a Message to Selected Students from Reports

To select students to send a message to, instructors click on the numbered icons by those students' names. The icons will change from grey to yellow to indicate the students are selected. By clicking on "All," instructors can select all students in the report. To deselect a student, instructors click on the associated yellow icon (which turns the icon back to grey.)

After instructors have made their selections, they click on the "Send Message to Selected Students" link. This opens a message to the selected recipients in the ALEKS Message Center.

For example, the students numbered 1 through 4 below have been selected for a message.

Individual learning progress since latest assessment

[<< Return to Reports](#) [Print](#) [Download Excel Spreadsheet](#)

**Basic Math**

Number of Students: 33    Logged-in Students: 11

**Send Message to Selected Students** <sup>?</sup>

All	Name (Login Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance		Learning data since last assessment		
					Course Mastery Show: Pct / Topics	Current Objective	Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
<input checked="" type="checkbox"/>	1 Anderson, Jose	41.2	12/12/2011	11/30/2011	55 +8 %	50 %	21	7.4	2.8
<input checked="" type="checkbox"/>	2 Baker, CindyYYY	88.7	12/12/2011	11/30/2011	34 +7 %	0 %	0	14.9	-
<input checked="" type="checkbox"/>	3 Black, Carlos K.	38.9	12/12/2011	12/02/2011	36 +8 %	17 %	22	9.2	2.4
<input checked="" type="checkbox"/>	4 Black, Carlos	36.8	12/12/2011	11/30/2011	46 +7 %	17 %	20	8.6	2.3
<input type="checkbox"/>	5 Bush, Victoria E.	11.0	12/12/2011	11/30/2011	26 +8 %	11 %	23	4.3	5.4

**Send Message to Selected Students** <sup>?</sup>

Legend: Assessment (■), progress in learning mode (■), still to learn (■), not assessed in this domain (■)

Number of Students: 33    Logged-in Students: 11

NOTE: instructors can quickly select all the students from one number to another by using the “Shift” key. For example, to select all the students from 1 to 4, they can do the following:

1. Click on number 1.
2. Hold down the Shift key while clicking on number 4.

### Examples of How an Instructor can Send a Message to Selected Students from a Report

**Example 1:** In this scenario, there are 3 days left before an Objective is due. An instructor wishes to quickly send a message to students with less than 50% on the current objective.

- First, the instructor clicks on the “Current Objective” link to sort the column by the lowest percentage mastery to the greatest percentage mastery. Then, the instructor clicks on the number icon next to students who are below 50% in the “Current Objective” column. Finally, the instructor clicks on the “Send Message to Selected Students” link.

Individual learning progress since latest assessment Print

[<< Return to Reports](#) [Download Excel Spreadsheet](#)

**Basic Math**

Number of Students: 33    Logged-in Students: 11

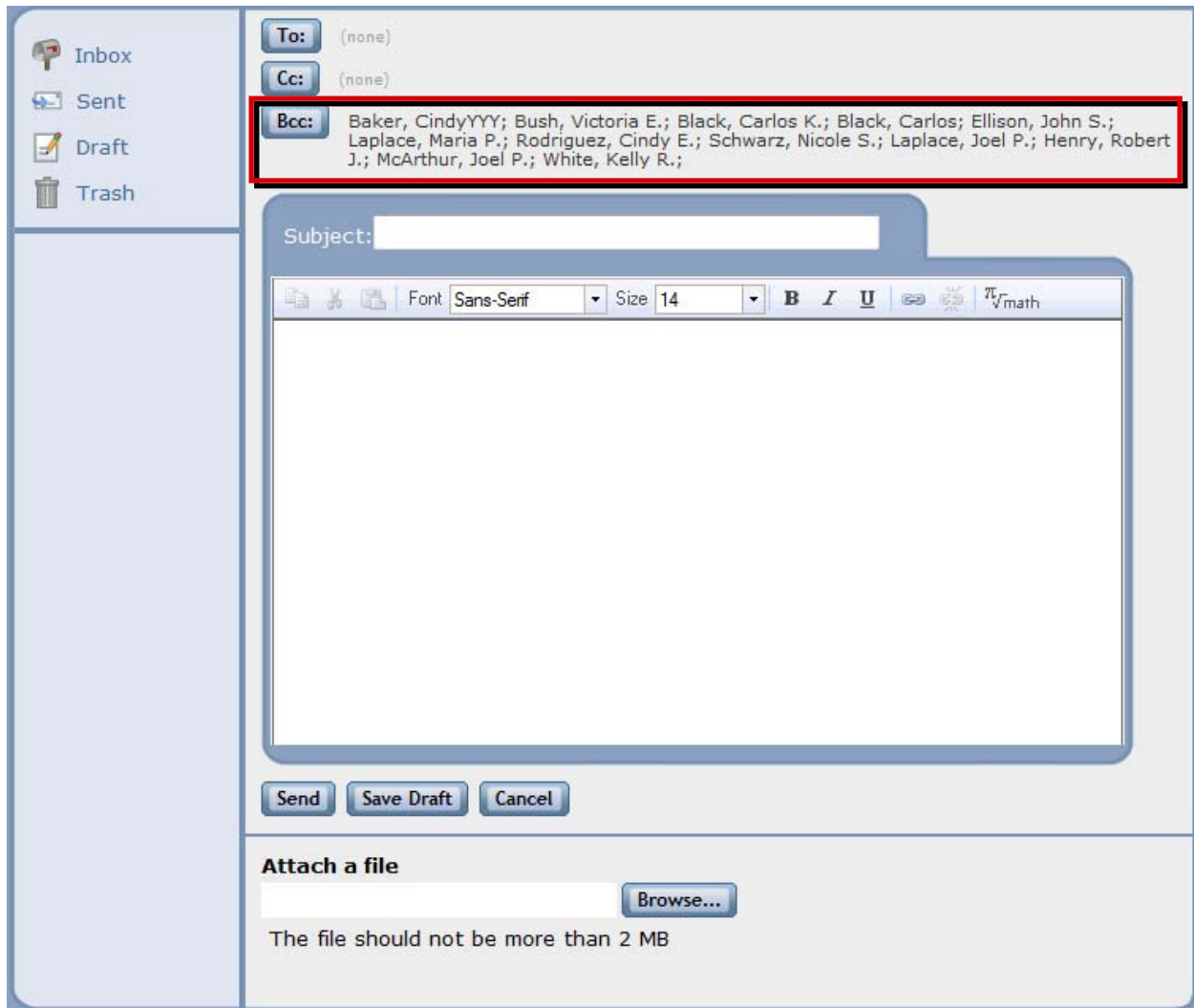
[Send Message to Selected Students](#) ?

All	Name (Login/Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance		Learning data since last assessment		
					Course Mastery Show: Pct / Topics	Current Objective	Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
1	<a href="#">Baker, Cindy</a>	88.7	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 34%; background-color: #0070C0; height: 10px;"></div> 34 +7 %	<div style="width: 0%; background-color: #FFD700; height: 10px;"></div> 0 %	0	14.9	-
2	<a href="#">Bush, Victoria E.</a>	11.0	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 26%; background-color: #0070C0; height: 10px;"></div> 26 +8 %	<div style="width: 11%; background-color: #FFD700; height: 10px;"></div> 11 %	23	4.3	5.4
3	<a href="#">Black, Carlos K.</a>	38.9	12/12/2011	<a href="#">12/02/2011</a>	<div style="width: 36%; background-color: #0070C0; height: 10px;"></div> 36 +8 %	<div style="width: 17%; background-color: #FFD700; height: 10px;"></div> 17 %	22	9.2	2.4
4	<a href="#">Black, Carlos</a>	36.8	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 46%; background-color: #0070C0; height: 10px;"></div> 46 +7 %	<div style="width: 17%; background-color: #FFD700; height: 10px;"></div> 17 %	20	8.6	2.3
5	<a href="#">Ellison, John S.</a>	52.4	12/12/2011	<a href="#">11/29/2011</a>	<div style="width: 45%; background-color: #0070C0; height: 10px;"></div> 45 +6 %	<div style="width: 17%; background-color: #FFD700; height: 10px;"></div> 17 %	17	8.4	2.0
6	<a href="#">Laplace, Maria P.</a>	55.2	12/12/2011	<a href="#">12/05/2011</a>	<div style="width: 46%; background-color: #0070C0; height: 10px;"></div> 46 +8 %	<div style="width: 17%; background-color: #FFD700; height: 10px;"></div> 17 %	20	10.6	1.9
7	<a href="#">Rodriguez, Cindy E.</a>	46.8	12/12/2011	<a href="#">11/29/2011</a>	<div style="width: 41%; background-color: #0070C0; height: 10px;"></div> 41 +8 %	<div style="width: 17%; background-color: #FFD700; height: 10px;"></div> 17 %	22	10.2	2.2
8	<a href="#">Schwarz, Nicole S.</a>	51.2	12/12/2011	<a href="#">12/01/2011</a>	<div style="width: 48%; background-color: #0070C0; height: 10px;"></div> 48 +6 %	<div style="width: 28%; background-color: #FFD700; height: 10px;"></div> 28 %	17	8.3	2.0
9	<a href="#">Laplace, Joel P.</a>	36.7	12/12/2011	<a href="#">12/02/2011</a>	<div style="width: 49%; background-color: #0070C0; height: 10px;"></div> 49 +6 %	<div style="width: 39%; background-color: #FFD700; height: 10px;"></div> 39 %	18	7.6	2.4
10	<a href="#">Henry, Robert J.</a>	42.0	12/12/2011	<a href="#">12/03/2011</a>	<div style="width: 49%; background-color: #0070C0; height: 10px;"></div> 49 +6 %	<div style="width: 44%; background-color: #FFD700; height: 10px;"></div> 44 %	18	8.2	2.2
11	<a href="#">McArthur, Joel P.</a>	56.0	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 49%; background-color: #0070C0; height: 10px;"></div> 49 +8 %	<div style="width: 44%; background-color: #FFD700; height: 10px;"></div> 44 %	22	11.5	1.9
12	<a href="#">White, Kelly R.</a>	44.6	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 49%; background-color: #0070C0; height: 10px;"></div> 49 +7 %	<div style="width: 44%; background-color: #FFD700; height: 10px;"></div> 44 %	20	9.6	2.1
13	<a href="#">Anderson, Jose</a>	41.2	12/12/2011	<a href="#">11/30/2011</a>	<div style="width: 55%; background-color: #0070C0; height: 10px;"></div> 55 +8 %	<div style="width: 50%; background-color: #FFD700; height: 10px;"></div> 50 %	21	7.4	2.8
14	<a href="#">Green, Jose E.</a>	55.1	12/12/2011	<a href="#">11/28/2011</a>	<div style="width: 57%; background-color: #0070C0; height: 10px;"></div> 57 +9 %	<div style="width: 50%; background-color: #FFD700; height: 10px;"></div> 50 %	25	10.4	2.4
15	<a href="#">Hard, Nicole J.</a>	44.5	12/12/2011	<a href="#">11/28/2011</a>	<div style="width: 58%; background-color: #0070C0; height: 10px;"></div> 58 +9 %	<div style="width: 50%; background-color: #FFD700; height: 10px;"></div> 50 %	25	8.8	2.8

[Send Message to Selected Students](#) ?

Legend: Assessment (■), progress in learning mode (■), still to learn (■), not assessed in this domain (■)

- The ALEKS Message Center will then open up in a pop-up window with a blank message to the selected recipients. The instructor can edit the message before sending.



**Example 2:** In this scenario, an instructor wishes to send a message to students who have not logged into ALEKS in the past 3 days.

- First, the instructor clicks on the “Last Login” link to sort the column in ascending date order. Then, the instructor clicks on the number icon next to students who have not logged into ALEKS in the past 3 days relative to the current date. Finally, the instructor clicks on the “Send Message to Selected Students” link.

**Individual learning progress since latest assessment**

[Print](#)  
[Assign Learning Rates](#)  
[Download Excel Spreadsheet](#)

**Number of Students: 33    Logged-in Students: 11**

---

[Send Message to Selected Students](#) <sup>?</sup>

All	Name (Login Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance		Learning data since last assessment		
					Course Mastery Show: Percent / Topics	Current Objective	Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
1	<a href="#">Patel, Jennifer A.</a>	41.0	12/10/2011	11/26/2011			23	8.6	2.7
2	<a href="#">Anderson, Jose</a>	41.2	12/12/2011	11/30/2011			21	7.4	2.8
3	<a href="#">Baker, Cindy</a>	88.7	12/14/11	11/30/2011			0	14.9	-

[Send Message to Selected Students](#) <sup>?</sup>

**Legend:** Assessment ( ), progress in learning mode ( ), still to learn ( ), not assessed in this domain ( )

**Number of Students: 33    Logged-in Students: 11**

- As shown in Example 1, the ALEKS Message Center will then open up in a pop-up window with a blank message to the selected recipients. The instructor can edit the message before sending.

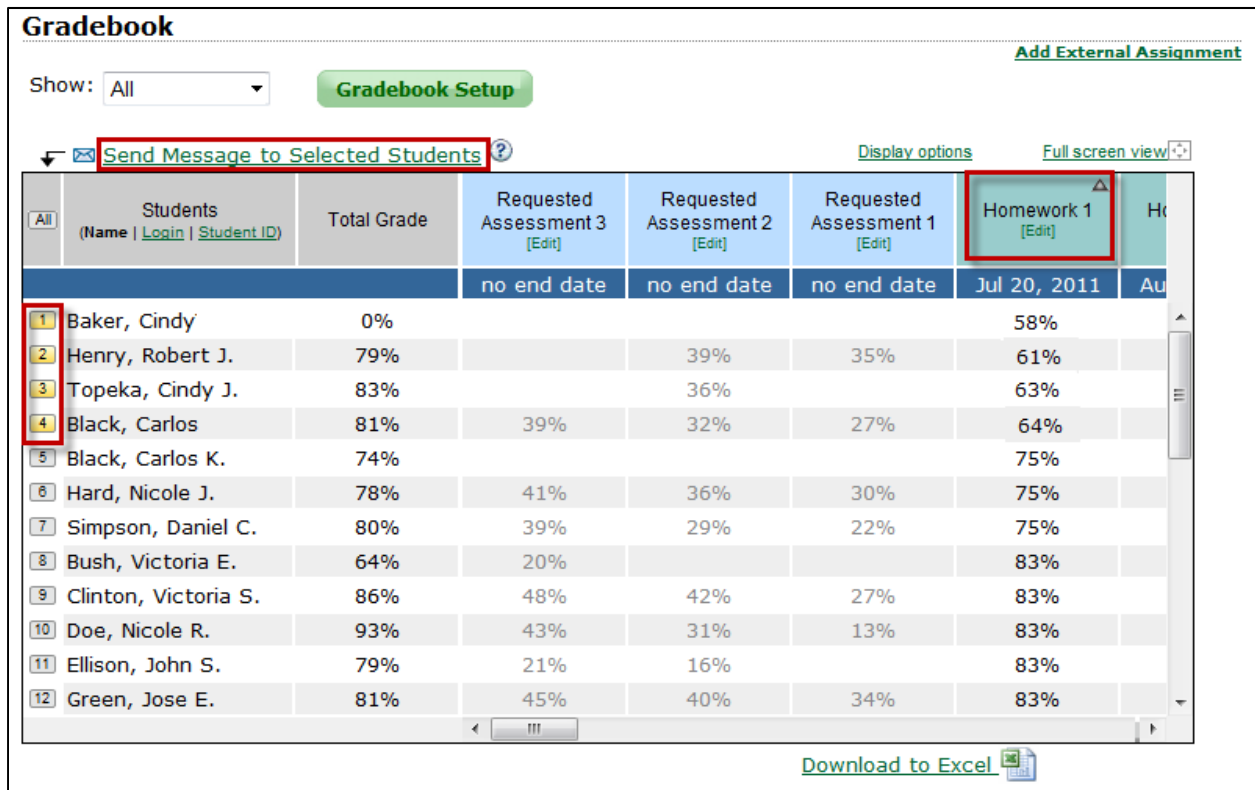
## Send a Message to Selected Students from the Gradebook

Instructors can send a message to selected students from the Gradebook in the same way as they can from reports.

### Example of How an Instructor can Send a Message to Selected Students from the Gradebook

**Example 3:** An instructor wishes to send a message to students who received less than 65% on “Homework 1.”

- First, the instructor clicks on the “Homework 1” column to sort by the lowest percentage to the greatest percentage. Then, the instructor clicks on the number icon next to students who received less than 65% on “Homework 1.” Finally, the instructor clicks on the “Send Message to Selected Students” link.



The screenshot shows the ALEKS Gradebook interface. At the top, there is a 'Show:' dropdown menu set to 'All' and a 'Gradebook Setup' button. Below this is a 'Send Message to Selected Students' link, which is highlighted with a red box. To the right of this link are 'Display options' and 'Full screen view' links. The main part of the interface is a table with columns for 'Students', 'Total Grade', 'Requested Assessment 3', 'Requested Assessment 2', 'Requested Assessment 1', and 'Homework 1'. The 'Homework 1' column is also highlighted with a red box. The table contains 12 rows of student data, with the first four rows (Baker, Henry, Topeka, and Black) having scores below 65% in the 'Homework 1' column. At the bottom right, there is a 'Download to Excel' button.

All	Students (Name   <a href="#">Login</a>   <a href="#">Student ID</a> )	Total Grade	Requested Assessment 3 [Edit]	Requested Assessment 2 [Edit]	Requested Assessment 1 [Edit]	Homework 1 [Edit]	Ho
			no end date	no end date	no end date	Jul 20, 2011	Au
1	Baker, Cindy	0%				58%	
2	Henry, Robert J.	79%		39%	35%	61%	
3	Topeka, Cindy J.	83%		36%		63%	
4	Black, Carlos	81%	39%	32%	27%	64%	
5	Black, Carlos K.	74%				75%	
6	Hard, Nicole J.	78%	41%	36%	30%	75%	
7	Simpson, Daniel C.	80%	39%	29%	22%	75%	
8	Bush, Victoria E.	64%	20%			83%	
9	Clinton, Victoria S.	86%	48%	42%	27%	83%	
10	Doe, Nicole R.	93%	43%	31%	13%	83%	
11	Ellison, John S.	79%	21%	16%		83%	
12	Green, Jose E.	81%	45%	40%	34%	83%	

- As shown in Example 1, the ALEKS Message Center will then open up in a pop-up window with a blank message to the selected recipients. The instructor can edit the message before sending.