

## Send a Message to Selected Students from Reports

Instructors can quickly send a message to students while viewing reports. 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.

This feature is available for all K-12 courses in the Basic and Advanced Teacher Modules.

### Selecting Students to Send a Message To

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.

Reporting Print

Individual learning progress since latest assessment

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**Algebra 1**

Number of Students: 32    Logged-in Students: 10

☐ [Send Message to Selected Students](#) ?

All	Name (Login Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance Course Mastery Show: Percent / Topics	Learning data since last assessment		
						Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
1	<a href="#">Black, Jill J.</a>	48.8	12/17/2011	<a href="#">11/29/2011</a>	<div style="width: 56%;"><span>56 +6 %</span></div>	18	7.6	2.4
2	<a href="#">Chang, Carlos V.</a>	50.3	12/20/2011	<a href="#">12/01/2011</a>	<div style="width: 51%;"><span>51 +7 %</span></div>	22	10.0	2.2
3	<a href="#">Ellison, Nicole E.</a>	38.2	12/18/2011	<a href="#">11/30/2011</a>	<div style="width: 51%;"><span>51 +7 %</span></div>	19	7.0	2.7
4	<a href="#">Fisher, Maria C.</a>	53.6	12/16/2011	<a href="#">11/29/2011</a>	<div style="width: 45%;"><span>45 +6 %</span></div>	18	8.2	2.2
5	<a href="#">Gates, Tracy R.</a>	26.2	12/19/2011	<a href="#">12/04/2011</a>	<div style="width: 29%;"><span>29 +8 %</span></div>	23	7.2	3.2
6	<a href="#">Kennedy, Daniel E.</a>	37.7	12/22/2011	<a href="#">11/29/2011</a>	<div style="width: 34%;"><span>34 +7 %</span></div>	18	6.5	2.8

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.

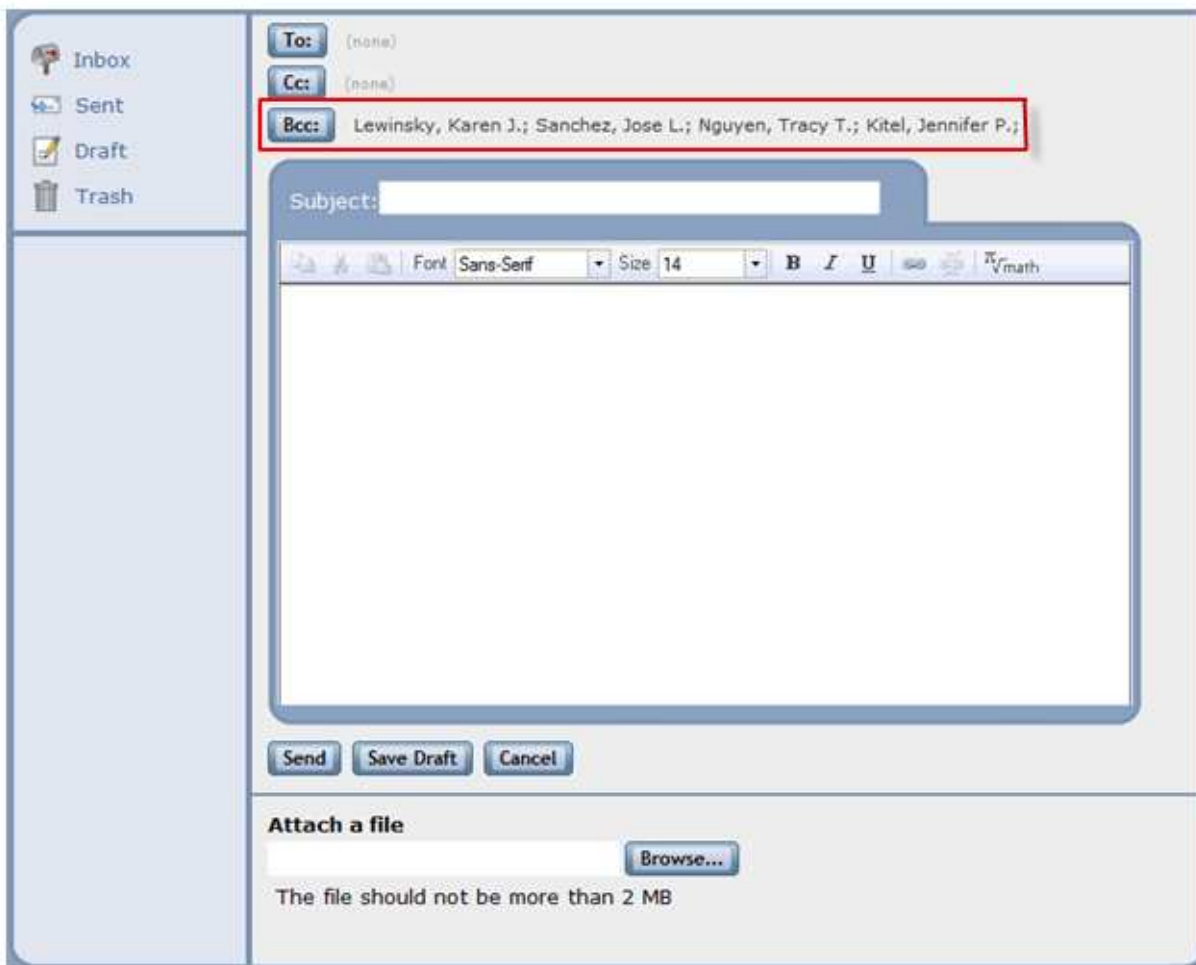
### **Examples of How an Instructor can Send a Message to Selected Students from a Report**

**Example 1:** In this scenario, an instructor wishes to quickly send a message to students who have achieved 70% or higher course mastery.

- First, the instructor clicks on the “Performance” link to sort the column by the highest percentage mastery to the lowest percentage mastery. Then, the instructor clicks on the number icon next to students who have achieved 70% or higher in the “Performance” column. Finally, the instructor clicks on the “Send Message to Selected Students” link.

Reporting								
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Algebra 1								
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	Name (Login/Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance Course Mastery Show: Percent / Topics	Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
1	Lewinsky, Karen J.	83.0	12/16/2011	12/01/2011	77 +8 %	23	13.0	1.8
2	Sanchez, Jose L.	78.4	12/22/2011	12/03/2011	73 +9 %	24	13.3	1.8
3	Nguyen, Tracy T.	47.6	12/15/2011	11/29/2011	73 +7 %	18	7.8	2.3
4	Kitel, Jennifer P.	68.1	12/17/2011	12/02/2011	70 +7 %	20	10.1	2.0
5	Trish, Paul K.	48.7	12/20/2011	12/02/2011	65 +8 %	23	9.9	2.3
6	Waltham, Cindy K.	47.7	12/23/2011	12/04/2011	66 +7 %	22	9.2	2.4
7	Schwarz, Kai C.	97.0	12/21/2011	12/04/2011	64 +7 %	22	13.5	1.6
8	McArthur, Tracy V.	41.9	12/18/2011	11/29/2011	62 +8 %	24	9.7	2.5

- The ALEKS Message Center will then open up 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.





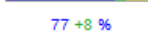
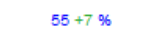
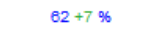
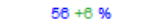
## Individual learning progress since latest assessment

[Download Excel Spreadsheet](#)

## Algebra 1

Number of Students: 32    Logged-in Students: 10

 Send Message to Selected Students 

All	Name (Login Student Id)	Total time in ALEKS (hrs)	Last login	Last assessment	Performance Course Mastery Show: Percent / Topics	Learning data since last assessment		
						Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
1	<a href="#">Kitel, Joel</a>	39.7	12/15/2011	<a href="#">11/29/2011</a>	 50 +8 %	23	9.0	2.6
2	<a href="#">Nguyen, Tracy T.</a>	47.6	12/15/2011	<a href="#">11/29/2011</a>	 73 +7 %	18	7.8	2.3
3	<a href="#">Nixon, Kevin L.</a>	46.8	12/15/2011	<a href="#">12/01/2011</a>	 43 +7 %	20	8.5	2.4
4	<a href="#">Fisher, Maria C.</a>	53.6	12/16/2011	<a href="#">11/29/2011</a>	 45 +6 %	18	8.2	2.2
5	<a href="#">Lewinsky, Karen J.</a>	83.0	12/16/2011	<a href="#">12/01/2011</a>	 77 +8 %	23	13.0	1.8
6	<a href="#">Mendes, Bart B.</a>	70.2	12/16/2011	<a href="#">11/30/2011</a>	 55 +7 %	22	11.2	2.0
7	<a href="#">Olson, Bart R.</a>	58.3	12/16/2011	<a href="#">11/26/2011</a>	 62 +7 %	20	9.3	2.2
8	<a href="#">Black, Jill J.</a>	48.8	12/17/2011	<a href="#">11/29/2011</a>	 56 +6 %	18	7.6	2.4

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