

Sending messages to students Guide for lecturers

The guide has been drawn up for lecturer's workplace in the study information system ÕIS2 (ois2.ttu.ee).

The old study information system (ois.ttu.ee) has the same options for sending messages, however it does not have the following search options:

- List of students registered for the course in the current semester (individual study plan submitted)
- List of students registered for the course in the current semester (individual study plan not submitted)
- List of students registered for the course in the selected semester

Sending messages in the "Messages" view

The screenshot shows the 'Study Information System' interface. The left sidebar has a menu with 'MESSAGES' selected. The main area displays message statistics: 'NEW MESSAGES (214)', 'MESSAGES READ (83)', and 'SENT MESSAGES (11)'. Below this, there is a 'SENT AUTOMATIC MESSAGES (212)' section with a trash icon. A red circle highlights the 'Send a message' link. Below the link is a table of messages with columns for Title, Sender, Date, and a status icon.

Title	Sender	Date	
1. VÕTA taotluse staatus on muudetud / APEL application status changed	TydTcch Automyttcydc (Dean's office, School of Information Technologies)	06.01.2021	✗
2. VÕTA taotluse staatus on muudetud / APEL application status changed	TydTcch Automyttcydc (Dean's office, School of Information Technologies)	06.01.2021	✗
3. VÕTA taotluse staatus on muudetud / APEL application status changed	TydTcch Automyttcydc (Dean's office, School of Information Technologies)	06.01.2021	✗
4. VÕTA taotluse staatus on muudetud / APEL application status changed	TydTcch Automyttcydc (Dean's office, School of Information Technologies)	06.01.2021	✗
5. Õpingukava muutus / Study plan changed	Õlle Laur (Teacher, Department of Software Science)	18.12.2020	✗
6. Õpinakava muutus / Study plan	Õlle Laur (Teacher, Department of Software Science)	18.12.2020	✗

1. Select the target group:

The screenshot shows the 'SEND NEW MESSAGE' form. The 'Target group' dropdown menu is open, showing a selection of target groups. The form includes fields for 'Recipient(s)', 'Topic', and 'Content'. There are also 'Attach file(s)', 'Send', and 'Interrupt' buttons.

The target group options are as follows

➤ My students, All students

Sending a message to the "My Students" and "All Students" target groups is functionally similar.

Differences:

- The "My Students" option allows you to send notifications to one or more students who have declared a subject to a teacher.
- The "All Students" option allows you to send a letter to one student at a time.

After selecting the target group, you can choose to select one or more parameters from the predefined selection: student code, student name, structural unit, study programme, source of finance, study form.

- **Audience group** – an audience group formed can be selected as recipients.
- **List of students registered for the course in the current semester (individual study plan submitted)** – you can select the students registered for the course who have submitted their individual study plan.
- **List of students registered for the course in the current semester (individual study plan not submitted)** – you can select the students registered for the course who have not submitted their individual study plan yet.
- **List of all the students registered for the course in the current semester** – you can select all the students registered for the course (both the ones who have submitted and the ones who have not submitted their individual study plan).
- **Students registered for the exam (no result)** – you can send a message to the students registered for the exam who have not received their results.
- **List of students registered for the course in the selected semester** – you can send an email to the students registered for the course in previous semesters. **It is also possible to send a letter to students who have declared for the next semester (spring semester 2020/2021) before the beginning of the semester.**

2. Select message recipients:

If you want to send a message to the entire target group, check the box in the top gray bar. If you want to send the message to individual persons, tick the individual persons at the beginning of the corresponding line.

3. Mark the subject of the message

4. Enter the message text

Examples

SEND NEW MESSAGE

Target group *

My students

Search parameters

Student code



Search

<input checked="" type="checkbox"/>	no.	Student code	Student	Structural unit	Study programme	Source of finance	Study form	Study plan status
<input checked="" type="checkbox"/>	1.	170314IVCM, 771174HAAB	Qmuftu Toomcojy	I - School of Information Technologies, M - School of Business and Governance	HAAB02/17 - Public Administration and Governance, IVCM09/17 - Cybersecurity	free of charge study	Daytime study	Submitted
<input checked="" type="checkbox"/>	2.	171195IABM	Jyyouby Pyydo	I - School of Information Technologies	IABM02/16 - Business Information Technology	paid study	Daytime study	Submitted
<input checked="" type="checkbox"/>	3.	595559IAQD	Axocct Qyum -	I - School of Information Technologies	IAQD02/09 - Information and Communication Technology	free of charge study	Daytime study	Submitted
<input checked="" type="checkbox"/>	4.	159715IVCM	Amumhoffcuo Abbymu	I - School of Information Technologies	IVCM09/15 - Cybersecurity	free of charge study	Daytime study	Submitted
<input checked="" type="checkbox"/>	5.	771119IAPB	Ioggm Pümjcmj	I - School of Information Technologies	IAPB02/09 - Informatics	free of charge study	Daytime study	Incomplete
<input checked="" type="checkbox"/>	6.	170298IDDR, 170308IABM, 170315IASM, 170316IALB, 771175IABM	Ülle Laur	I - School of Information Technologies	IABM02/16 - Business Information Technology, IALB13/15 - Electronics and Telecommunications, IASM02/15 - Computer and Systems Engineering, IDDR17/02 - IT Systems Development	free of charge study, paid study	Daytime study	Incomplete, Submitted
<input checked="" type="checkbox"/>	7.	170310IASM	Mary Malik	I - School of Information Technologies	IASM02/15 - Computer and Systems Engineering	paid study	Daytime study	Submitted

Recipient(s) *

Qmuftu Toomcojy Jyyouby Pyydo Axocct Qyum - Amumhoffcuo Abbymu Ioggm Pümjcmj Ülle Laur Mary Malik

Topic *

for those who have declared a subject

Content *

Academic Policies is located at <https://oigusaktid.taltech.ee/en/academic-policies/>

Attach file(s)

Send

Interrupt

SEND NEW MESSAGE

Target group *

All declarations for the current semester

ITI8600 - Teadmispõhise tarkvaraarenduse meetodid (number of declarations...)

Recipient(s) *

Qmuftu Toomcojy Jyyouby Pyydo Ülle Laur Mary Malik

Topic *

for those who have declared a subject

Content *

Academic Policies is located at <https://oigusaktid.taltech.ee/en/academic-policies/>

Attach file(s)

Send

Interrupt

SEND NEW MESSAGE

Target group *

Course declared listeners for selected semester



Semester *

2020/2021 Spring



Course *

BCU0330 - Informatics (number of declarations: 2)



Recipient(s) *

~~Muhymyd Afhub~~ - ~~Cygytgy Abbyf~~

Topic *

Content *

Attach file(s)

Send

Interrupt