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

■ Study Information System	= ##			Ülle Laur : D Teacher - IT ▼
General information \checkmark	*		My data	Help Log ou
HOME	NEW MESSAGES (214)	MESSAGES READ (83)	SENT MESSAGES (11)
MESSAGES	SENT AUTOMATIC MES	SAGES (212)		
ACADEMIC CALENDAR	Send a message			
TIMETABLES	Title 🗕 🔻	Sender 🛎 💌	Date 🔨 💌	
COURSES	 VÕTA taotluse staatus on <u>muudetud / APEL applicati</u> status changed 	TydTcch Automyyttcydc (Dean's office, School of Information Technologies)	06.01.2021	×
INTERNSHIP CURATORS	2. <u>VÕTA taotiuse staatus on</u> muudetud / APEL applicati	TydTcch Automyyttcydc (Dean's office. School of Information	06.01.2021	×
STUDY PROGRAMMES	status changed	Technologies)		
STATISTICS	 <u>VÕTA taotluse staatus on</u> <u>muudetud / APEL applicati</u> <u>status changed</u> 	TydTcch Automyyttcydc (Dean's on office, School of Information Technologies)	06.01.2021	×
STUDENT SEARCH	4. VÕTA taotiuse staatus on	TydTcch Automyyttcydc (Dean's	06.01.2021	×
GALLUPS RESULTS	status changed	Technologies)		
ROOM RESERVATION	 <u>Õpingukava muutus / Stud</u> <u>changed</u> 	<u>y plan</u> Ülle Laur (Teacher, Department Software Science)	of 18.12.2020	×
	6. Õpingukava muutus / Stud	v plan Ülle Laur (Teacher, Department	of 18.12.2020	×

1. Select the target group:

arget group *	
- Select -	~
tecipient(s) *	
opic *	
Content *	

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

c								
Searci	n parame	ters						
			S	tudent code 🗸 🔸 –	Search			
2								
Ø	1.	170314IVCM, 771174HAAB	<u>Qmuftu Toomcojy</u>	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
	2.	171195IABM	Jyyouby Pyydo	I - School of Information Technologies	IABM02/16 - Business Information Technology	paid study	Daytime study	Submitted
	3.	595559IAQD	Axocct Qyum -	I - School of Information Technologies	IAQD02/09 - Information and Communication Technology	free of charge study	Daytime study	Submitted
	4.	159715IVCM	Amumhoffcuo Abbymu	I - School of Information Technologies	IVCM09/15 - Cybersecurity	free of charge study	Daytime study	Submitted
	5.	771119IAPB	logcm Pümjcmy	I - School of Information Technologies	IAPB02/09 - Informatics	free of charge study	Daytime study	Incomplete
	6.	170298IDDR, 170308IABM, 170315IASM, 170316IALB, 771175IABM	<u>Ülle Laur</u>	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
	7.	170310IASM	<u>Mary Malik</u>	I - School of Information Technologies	IASM02/15 - Computer and Systems Engineering	paid study	Daytime study	Submitted
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Target group *

Course declared listeners for selected semester

Semester *

2020/2021 Spring $\, \smallsetminus \,$

Course *

BCU0330 - Informatics (number of declarations: 2) 🗸

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Recipient(s) *

Kuhymyd Afhub - Cygytyy Abbyf

Topic *

Content *

Attach file(s)

