

Email Digest Type: Configuring Moodle So It Sends Only One Email a Day With All Forum Posts

By default, Moodle will send an email message for every forum post. Some people like this - others get overwhelmed by all the messages. This tutorial will show you how to set-up your profile so that Moodle only sends one email a day. This email will include all of the new forum posts for that day for **EACH** of your courses.

- 1) Log into Moodle at <http://moodle.njit.edu>.
- 2) After logging in users will be taken to the “My Moodle” screen where they see their courses. To enter a course, go to the “My Courses” block located in the upper left portion of the screen. Below the little icon of the house with the words “NJIT” there will be folders for each semester (see figure 1). Click on the “+” sign to expand the folder and list all of your courses. Enter a course by clicking on the course title. For example, “U10MGMT 691850” in figure 1.

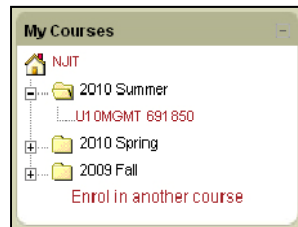


Figure 1: My Courses

- 3) Click on the “Profile” link under the “Administration” block (figure 2).

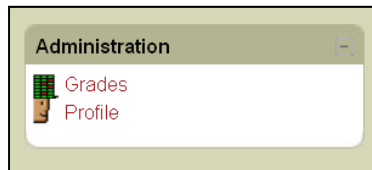


Figure 2: Click the “Profile” link.

- 4) Click on the “Edit profile” tab (figure 3).

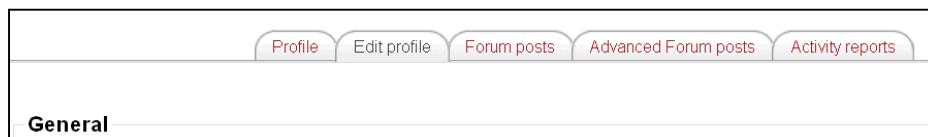


Figure 3: “Edit profile” tab.

- 5) Click the “Show Advanced” tab to the right on your screen (figure 4). **Note: If the button says “Hide Advanced”** continue to step seven.



Figure 4: Show Advanced

- 6) Under the “General” settings area locate the “Email digest type*” field (figure 5) and change the drop down menu to “Complete (daily email with full posts.)”

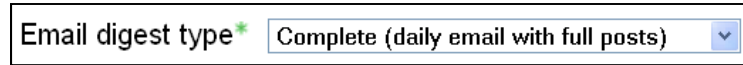


Figure 5: Email digest type*

- 7) Scroll Down and click the “Update profile” button.
- 8) **Note:** Your digest Email gets sent at approximately 5 PM EST. If there are no new messages you will not get an email for that day.