How To Enable Moodle Student Assignment Submission Notification Emails
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This guide explains how to configure a Moodle course so that you, the instructor, or your teaching assistants may receive email notifications whenever students submit assignments for grading in the Quiz module or the Feedback module.

Overview:

Everyone in Moodle is assigned a role within the system; some are 'teachers', some are 'teaching assistants', others are 'students', or 'administrators'. There is another role called 'Notification Recipient' that is special in that it only exists to tell Moodle to send out emails to a user whenever a student submits an assignment. In this tutorial we will explain how to assign this role to a user (either you or your TA).

Process:

Step 1. Log into Moodle and browse to your course. For this guide I will be using the "Helpdesk Support Course" and my teacher level account "Helpdesk Faculty".
Option A: receive notifications for ALL quizzes or feedback modules in a course.

Step 2. Under the "Settings" block, expand the "Users" section and click on "Enrolled Users" (highlighted in red below).
Step 3. Then find the user(s) that you want to receive the emails (in my case, my own profile, Helpdesk Teacher - highlighted in red), and click the plus icon in the middle of the row (highlighted in blue).
Step 4. Press the "Notification Recipient" button to add this role to the user. Then close that popup box by pressing the 'X' in the upper-right corner of it (highlighted in blue).

You're done! You've successfully configured Moodle so that it will send email notifications to the given user (either you or your TA) every time a student submits
an assignment within this course (either a Quiz module assignment or a Feedback module assignment).

**Removal:** To make Moodle stop sending emails to a user whenever a student submits an assignment for a quiz or feedback module in this course, simply follow Steps 1 through 3 and then when you get to Step 4, find the user in the list and next to the role title of "Notification Recipient" there will be an ‘X’. Press that ‘X’ and it will remove the role from the user. They will not get any additional emails from Moodle once you do this.

**Option B:** receive notifications for SELECT quizzes or feedback modules ONLY.

Step 2. Go to the assignment that you want to receive email notifications for, in my example case I am going to set this up for ONLY the assignment "Quiz 2.0" (highlighted in red); in this example, I don’t want to receive notifications for any of my other assignments. (Note that you do not need to edit the assignment, you just need to click on it so that you are in it)

Step 3. Under the "Settings" menu on the left, select "Locally Assigned Roles" (highlighted in red).
Step 4. Click on "Notification Recipient" in the list of roles (highlighted in red).
Step 5. From the list of "Potential Users" (on the right), find the user who you want to receive email notifications for this particular quiz or feedback module. Select them so that their name is highlighted in blue and then press the "Add" button. They will now receive email notifications anytime a student submits an assignment for this module.
You are all done now!

Removal: To make Moodle stop sending emails to a user whenever a student submits an assignment for this quiz or feedback module, simply follow Steps 1 through 4 and then when you get to Step 5, find the user on the "Existing Users" list, select them so that their name is highlighted, and press the "Remove" button.