



BLACKBOARD TIP OF THE WEEK

Personalized messages and items

Generally, when messaging students you have to write "Dear students", "Dear everybody" and the like. However, it is possible to personalize messages and items. By entering a certain code, the student will receive a message or item with their own name – just like the mail merge function.

This means that any given text/item or message/announcement will go from looking like this:

Announcements

Change of room

Posted on: Monday, 23 January 2017 13:16:29 o'clock CET

Dear Students

The lecture Friday 4th of February has been moved to Auditorium 1 in Søauditorierne (Building 1250, Wilhelm Meyers Allé).

See you at 9.00.

Kind regards,

T. Eachér

To looking like this:

Announcements

Change of room

Posted on: Monday, 23 January 2017 13:16:19 o'clock CET

Dear BB Student

The lecture Friday 4th of February has been moved to Auditorium 1 in Søauditorierne (Building 1250, Wilhelm Meyers Allé).

See you at 9.00.

Kind regards,

T. Eachér

To do this, all you need to do is to type down:

Dear **@X@user.full_name@X@**

Followed by your message.

In this way, the name of the student will automatically appear in messages/announcements or any other text/items.

Happy Blackboarding and have a nice weekend.

Kind regards,

ST Learning Lab