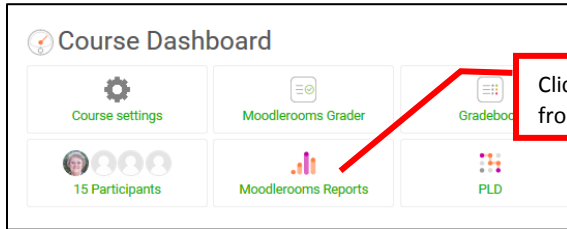


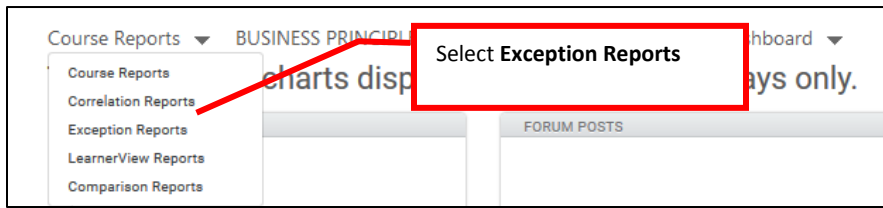
## Send messages to all students who did not submit an assignment

If you have a lot of students in your course it may be time consuming to find those who are not being as involved as they need to be to succeed. Sending them a message could be encouraging to them. An example might be to students who did not submit a particular assignment.

The solution is to use the **Exception Report** located in **Moodlerooms Reports**.



Click **Moodlerooms Reports** from the Course Dashboard.

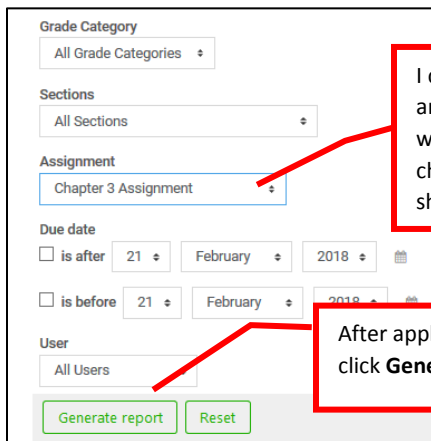


Select **Exception Reports**



Select **Assignment Submissions, Forum Posts, or Quiz Submissions**, depending on which type of graded activity you want to check.

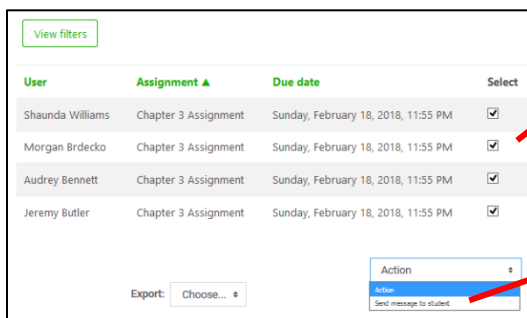
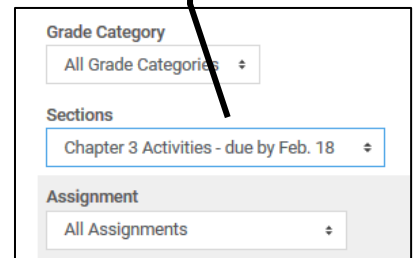
Example below is to send a message to the students who did not submit a specific assignment.



I chose a specific assignment and was not interested in when it was due since I was checking AFTER students should have submitted it.

After applying appropriate filters, click **Generate report**.

Note: If there were multiple assignments in the same section, I could have chosen the section.



Select students from the filtered list to whom you want to send a message.

Choose to **Send message to student**, then type the message and send.