

# Course Reminders

The course reminder feature allows you to create sets of rules / conditions, which, when met, automatically trigger a previously defined e-mail to a specified user group. Intervals and sending times are determined systemwide by the administrator. Regardless of that, course authors can trigger notifications at any given time. Only those users that already met the conditions/rules will receive a reminder though.

Description	Created by	Creation date	Sent	
<a href="#">Activity 2 - Hausarbeit zur Wirkungsanalyse</a>	Hemzing, Sabine	8/22/2017 7:22 PM	4	
<a href="#">Activity 2 - Quizbearbeitung: Internationaler Vergleich</a>	Hemzing, Sabine	8/22/2017 7:22 PM		
<a href="#">Finale Erinnerung für Nachzügler</a>	Hemzing, Sabine	8/22/2017 7:22 PM		

- Edit
- Duplicate
- Send reminders now
- Show sent reminders
- Delete

On the overview page you can see all the reminders already created for a course. In the tab "Sent reminder log" you will find a list of all reminders that have already been sent. This list contains information about the recipient as well as the sending time. Individual reminders can be easily sent from this list via the "Resend" link.

## Create course reminder

Reminders can be set up at any time. Click the button "Add reminder". Add the E-mail text and the E-mail subject. The description need to be added as well. It is only visible for the other and helps to get a clear and informative layout of all reminders of the course.

[Kurs mit Tests](#) / [Reminders](#) / [New reminder](#)

Tools Course Help

ID

\* **Description (only for author)**

**Interval**

Once a day at 9:00 AM  
*Note: reminders are sent only once per user at the first interval that matches all conditions for a particular user!*

**When matching all of the following conditions**

After date   :

\* **E-mail subject**

\* **E-Mail**

Dear \$firstname \$lastname  
You are registered in the course "\$coursename". Now would be a good time to view it!  
\$courseurl

Various conditions are available for the configuration of reminders, which can be combined as desired. This allows various reminders tailored to individual needs to be triggered by mail.

The link is an "and" link. This means that only if all conditions are met, the reminder email will be triggered.

## Configuration

Define the conditions needed for a reminder to be triggered. Select the kind of condition in the drop-down men, and specify the condition in the following form fields by e.g. defining a date or a score. The buttons to the right of a condition either deletes the current one or adds a new condition.

There are different types of conditions: You will find a short explanation concerning those six types below as well as a simple example.

### a) Time span

These conditions work with duration, i.e. the time until something is going to happen or how long ago an event took place.

**Example:** 5 weeks before the task assignment slot closes.

- Deadline: Task assignment
- Initial attempt date
- Deadline: Task documents submission
- Enrollment date
- Initial course launch date
- Begin date of execution period
- End date of execution period
- Recent course launch date

### b) Attempts

Assessable course elements with an attempt counter return that value to OpenOlat, which then can be used as a condition.

**Example:** A test has not been (0) attempted yet.

Attempts



The two conditions "Attempts" and "Score" require operators in order to accurately display the relation states "greater than, less than, greater or equal to, less or equal to, equal" and "not equal" between two expressions or entities. Depending on the value of the expression, the return value will be either "True" or "False".

<	less than	true if a less than b	Our conditions are comparing e.g. the results of a test (a) with the value entered in the condition rule (b). If the logical return value is equal to "True", meaning that the condition was met, OpenOlat will trigger the reminder.
<=	less or equal to	true, if a less than or equal to b	
=	equal to	true if a equal to b	
=>	greater or equal to	true if a greater than or equal to b	
>	greater than	true if a greater than b	
!=	not equal to	true if a not equal to b	

An example: An author wants a reminder to be sent once a participant achieved a score of 5 or less in a test. This condition will look in the reminder function in OpenOlat as follows:

Score  <=  Points

### c) Assessment

Assessable course elements with either a configured passed state or a score.

**Example:** The score in a checklist is less than 3 points.

- Passed
- Score

### d) Date

A deadline: a reminder will be sent as soon as possible after the recorded date.

**Example:** 06/24/2020 16:30

- after date
- until date

### e) Affiliation

Specify which course or group members should receive the reminder.

**Example:** Send to all owners and coaches.

- Course role
- Group member

<b>f) User property</b>	
This condition also specifies the recipients. Reminders will be sent to all course members with the specified user property.	<b>Example:</b> All users with the zip code 8000
<b>g) Progress (only for learning path courses)</b>	
Here the dispatch is based on the percentage course progress of the participants as configured in the administration settings.	<b>Example:</b> Users who have successfully completed at least 80% of a course.

You can combine as many conditions as required. It would be wise to give some thoughts in advance as to who should receive a reminder under which condition. Adapting the mail body to the particular set of rules allows for creating specific e-mail reminders.

## E-mail Text

The email text, which can be customized as needed, allows you to create very specific email reminders tailored to the situation.



We advise you to make use of the available variables in order to create a meaning- and helpful reminder

\$firstName	The users first name
\$lastName	The users last name
\$fullName	The users full name, depending on the system configuration. The default style ist "lastname, firstname"
\$email	The users mail address
\$userName	The users user name
\$courseUrl	The internet address of the course
\$courseName	The name of the course as defined in the course info page
\$courseDescription	The description of the course as defined in the course info page