Creating Filters in Gmail for your Moodle ISU Course

Introduction

Email messages sent using the Messages or Quickmail blocks in Moodle ISU are sent to your ISU Gmail account. Email messages have specific “subjects” based on your course short name identified in your bread crumb navigation (e.g., BIOL 1110-02_34567.234561) at the top left side of the page as indicated in Figure 1. Each email received by your students will include the course short name followed by the subject as seen in Figure 2.

Create a label

If you wish to separate your email, Gmail filters will allow you to separate your email and organize each class.

You must first create a label.

- From the inbox of your ISU Gmail, click on “Settings” in the top right hand corner
- Select “Labels” to bring up the labels management tab.
- Type the name of your new label in the white box as seen in Figure 3 (e.g., BIOL 1110-02_34567.234561 or BIOL Fall 2010).
Once you have created a label for your class you can create a filter to automatically put new incoming emails from your students under the new label. There are several ways you can create a filter. The first will describe the overall process. The second process uses a “Filter messages like these” option with a message selected from your inbox.

Create a Filter

- Click on “Settings”
- Select the “Filters” option
- Click on “Create a new filter”
- On the next screen you will enter the information that will separate the email from all other emails. As the short name will be in the subject of all emails, in the “Subject” box, type in the short name exactly as it appears for your course. (e.g., BIOL1110-02_34567.234561).
  - After this step you can test the criteria by clicking on “Test Search”.
- Click on “Next Step”
- Check the box next to “Apply the label” and select the appropriate label from the dropdown menu.
- Check the box next to “Skip the Inbox (Archive it)” if you would like new messages to appear as unread in the appropriate label.
  - If you ran a test search check the box next to the “Also apply filter to # conversations below” to include those emails in the filter.
- Click on “Create Filter”
Create a Filter using “Filter messages like these”

- Check the box next to an email in your inbox that contains the course short name in the subject.
- Click on “More actions”

Select “Filter messages like these”

- You will be brought to the filter criteria page. You will notice that many of the fields are filled in. You will want to delete the fields that have extraneous information (i.e., From:, To: etc.)
- You will also notice that a Test search has already been run based on the original criteria. Once you change the information, you will want to run a test search again to make sure the filter is working as expected.

- Click “Next Step”
- Select the actions you would like the filter to do (i.e., Apply the label:, Skip the Inbox, etc.)
- Check the box next to “Also apply filter to # conversations below”
- Click “Create Filter”