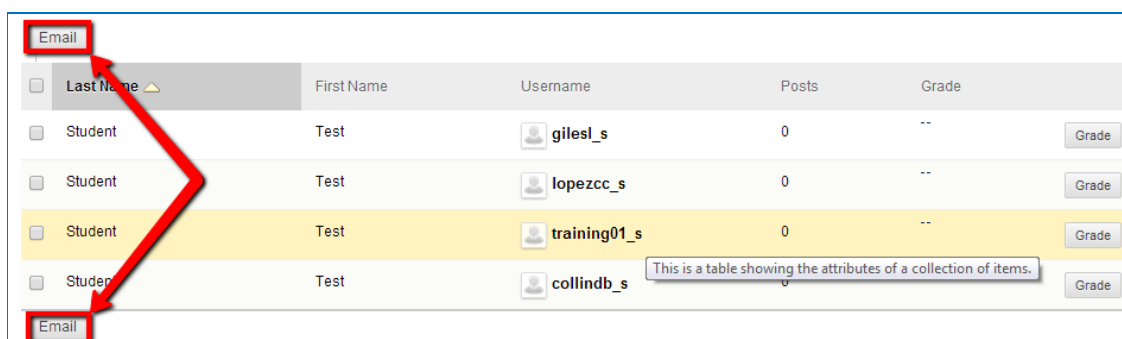


Emailing Users While Grading Discussions

While assigning grades, you can use the Email tool in the Discussion Board to quickly contact students. For example, send a student a question prior to assigning a grade, or send feedback after assigning a grade.

1. Navigate to a forum or thread to assign grades via the **Grade Discussion Forum** or **Grade Thread** button.
2. On the Grade Discussion Thread Users page or the Grade Discussion Forum Users page, select one or multiple users' checkboxes, or select the checkbox in the header row to select all the users you want to email.
3. Click one of the **Email** buttons either above or below the list.






<input type="checkbox"/>	Last Name ▲	First Name	Username	Posts	Grade
<input type="checkbox"/>	Student	Test	gilesl_s	0	--
<input type="checkbox"/>	Student	Test	lopezcc_s	0	--
<input type="checkbox"/>	Student	Test	training01_s	0	--
<input type="checkbox"/>	Student	Test	collindb_s	0	--

This is a table showing the attributes of a collection of items.

4. On the Email Forum User page, edit the Subject, if needed.
5. Type a question or feedback in the Message box. Note that this Text Edit box does not include buttons for attaching files or inserting media.

EMAIL INFORMATION

To:  **Test Student**,  **Test Student**,  **Test Student**

From: collindb@stthom.edu

Subject:

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and a path field showing "Path: p".

All three of your responses to the thread look remarkably similar. How do you account for that?

Path: p

A copy of this email will be sent to the sender.

6. Click **Submit** to send the message.

Cancel