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.

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