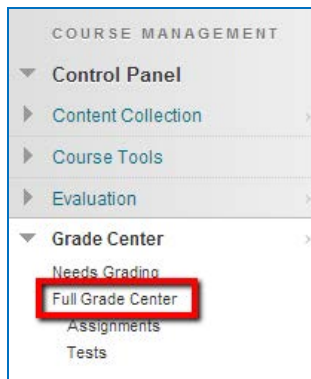




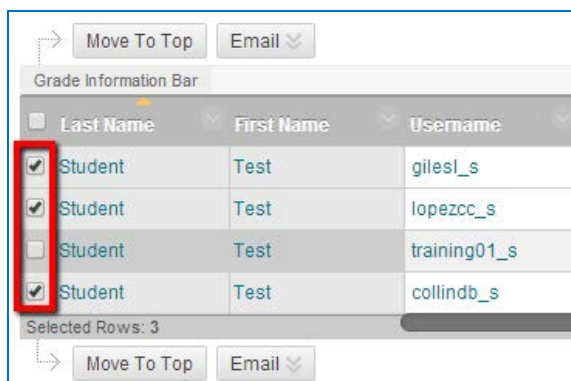
Emailing within Grade Center

The Email feature allows the instructor to send messages to students and other participants via email from within the Grade Center. Use this feature to send email to selected enrollees, with the option to send blind copies to other addresses outside the class.

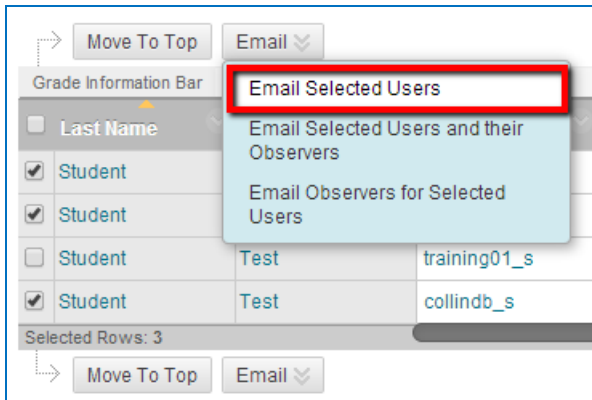
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Click in the check box located to the left of the Last Name column header to send to all students, or individual check boxes for selected students.



3. Point to the **Email** button above the grid, and select one of the options.



4. Fill in the fields in the Email Information section:

EMAIL INFORMATION

To: Student, Test; Student, Test; Student, Test

Additional Recipients (Bcc): **A**

From: David Collins

Subject: **B**

Message

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, etc.

The due date for the next assignment will be moved to Monday, 22 September, due to inclement weather.

C

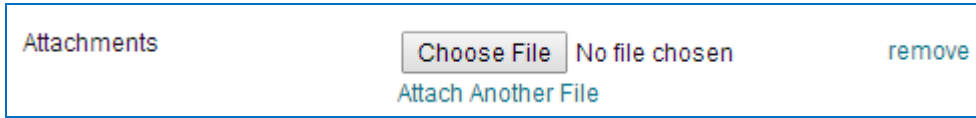
Path: p

D Include list of recipients
A copy of this email will be sent to the sender.

Attachments [Attach a file](#) **E**

- A. **Additional Recipients (Bcc):** This is an optional blind copy opportunity.
- B. **Subject:** Type a subject or email title.
- C. **Message:** Type the message in this box. A copy of the email will be sent to the sender's email address.

- D. **Include List of Recipients:** Checking this box will show recipients the names of all **To** recipients of this message.
- E. **Attachments:** Click the **Attach a File** link to reveal a Choose File button to upload a file. You can keep clicking **Attach Another File** until you have uploaded all the desired files, or **remove** to exclude files inadvertently added.



- 5. Click **Submit** to send the message.

