

Emailing your Students

1

To email your students, first navigate to your module. Click *Communication* in the navigation bar and find the tool *Classlist*.

2

Once this tool has been opened, you should see a list of all the students enrolled onto your module. Now select the student(s) who you would like to email, to select all click on the top checkbox next to the word *Image*. When you have selected your students, click on the *Email* option at the top.

Email Instant Message Print Enrolment Unenrol				
<input type="checkbox"/>	Image	Last Name, First Name	Org Defined ID	Role
<input type="checkbox"/>		Iakovou, Spyroula ▾		Tutor
<input type="checkbox"/>		Demo, Mohammed ▾	librmd2_instructor	Module Leader

3

You should then see an email window. Give your email a suitable subject and write your message. Students are put into the BCC field by default. Once you have written the email, click *Send*.

Compose New Message

Send Address Book

To:

Cc:

Bcc: "Mohammed Demo" <M.Delair@hud.ac.uk> x

Subject: Emailing your students.

Body

Paragraph ▾ **B** *I* U Font Family ▾ Size ▾ ...

Emailing student in my class using the class-list tool

Cancel

4

To access your sent emails: click on the envelope icon in the minibar and then select the *Email* link.

