1. Log into your course

You can select from your list of courses or type your course number in the search box.

Course used as an Example
Emailing your class list (whole class, small groups, and individuals)

2. Click communications
3. Click Classlist
4. Click Email Classlist
5. Emailing the whole class- Click: All, Instructors, or Students

All- Students, Teaching Assistants, Instructors, and anyone else who has been granted access to the course will receive the email.

Instructors- Only individuals that have instructor access will receive the email.

Students- Only individuals enrolled as students will receive the email.
6. Emailing individuals - Type the name of the individual in the search box and click apply.

You may search by individuals by typing the name of in the search box.

Click Show/Hide Search Options to expand or minimize search options if necessary.
7. Emailing groups - Click the down arrow in the "View By" drop down menu

Emailing groups-

1. Click Groups

2. Click Apply
8. Emailing groups- Click the Group drop down menu

Select the appropriate group and click apply
Emailing your class list (whole class, small groups, and individuals)

9. Click Email

1. Click the box to check all the students within the specific group

2. Click Email
10. Compose your message and click send

1. Type your message

2. Receiptents are automatically placed in the BCC row. (Tip: Put your email in the "To" box to recieve sent email confirmation)

3. Add a subject

4. (OPTIONAL) You can attach files to the message

5. Click send