Sending Email from Grade Center

Emails can be sent to students directly from the Grade Center.

1. Access the Grade Center from the Control Panel, Evaluation and Grade Center.

2. Check the boxes next to the name or names to send emails to.

3. On the bottom of the grade center below student names, click the drop-down menu Email. Click Email Selected Users.

4. A Send Email screen will open, importing all selected user emails and providing text boxes to insert the subject, message, and any attachments.

5. Complete information in the Subject and Message boxes and click Submit.
   Note: A copy of the email will be sent to the instructor.