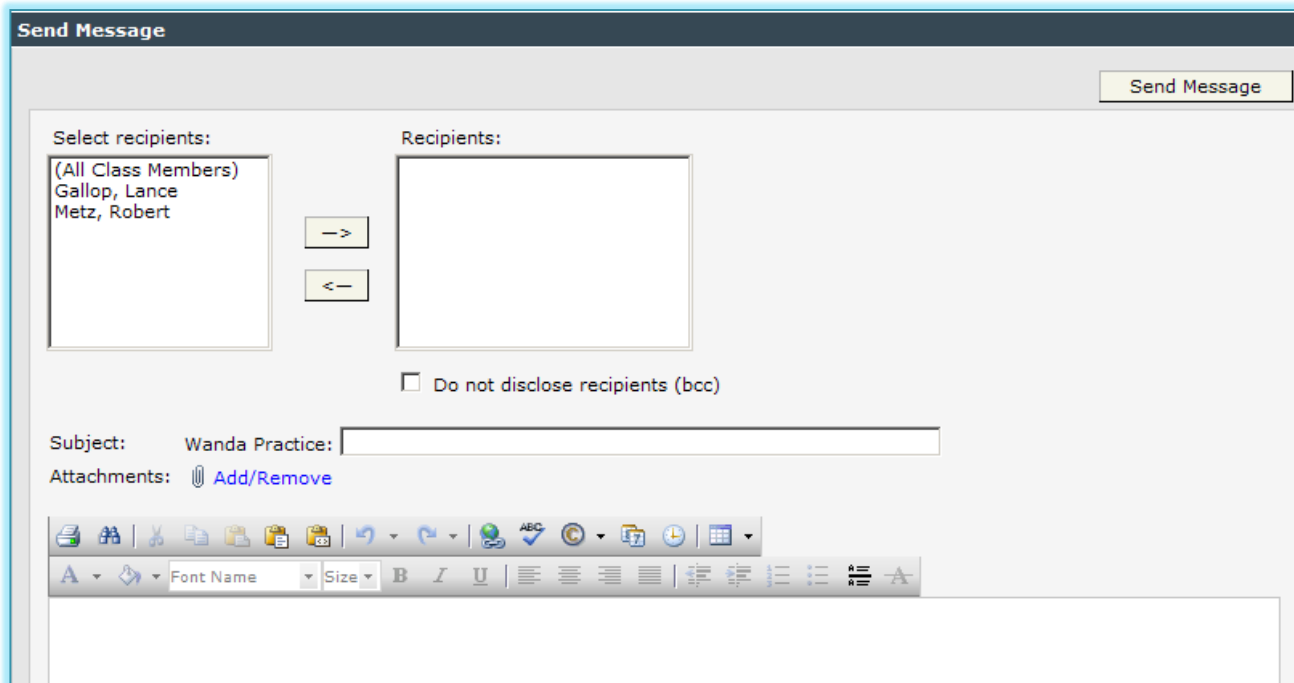


Email-Students

Students can use email to communicate with other members of the course.

- ❖ Click the **Email** link on the **Tools Menu**.
- ❖ The **Send Message** window will display (see illustration below).



- ❖ The **Select Recipients** box will contain the names of the students who are enrolled in the course.
- ❖ Click the name of the student to select it.
- ❖ To select more than one student, hold the **Ctrl** key while clicking the names of the students.
- ❖ Click the right pointing arrow to move the selected student(s) to the **Recipients** box.
- ❖ To move a student back to the **Select recipients** box:
 - Select the name of the student.
 - Click the left pointing arrow.
- ❖ To send a message to students in a course without the name or email address appearing in the message, click the **Do not disclose recipients (bcc)** check box.
- ❖ Input a **Subject** for the message in the appropriate box.
- ❖ In the **Visual Editor**, input the message that is to be sent other students in the course.
- ❖ Click the **Send Message** button.
- ❖ The message will be sent to the email address specified when the student was enrolled into the course.