



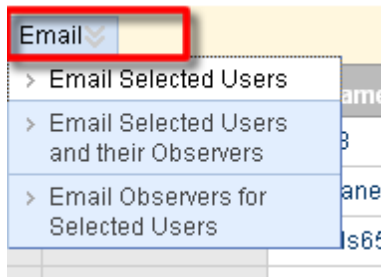
How do I send an email in Grade Center?

To send email to a group of selected users,

1. From the Grade Center page, select the desired students.



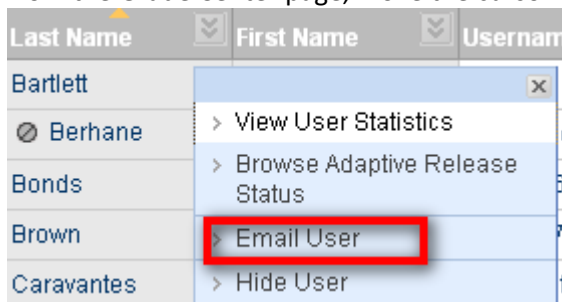
2. Click **Email**.



3. Select the type of recipients, **Email Selected Users**, **Email Selected Users and their Observers**, or **Email Observers for Selected Users**.
4. A new page appears. Follow the directions on this page to send your email. A copy of this email will be sent to your email account. If you want the recipient's email address to be included in your copy of this email, check the option **Include list of recipients**.
5. Click **Submit**.

To send email to individual students,

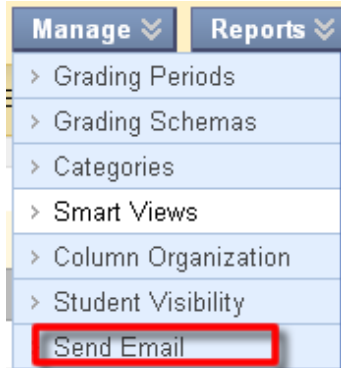
1. From the Grade Center page, move the cursor in the **First Name** cell or the **Last Name** cell,



2. A new page appears. Follow the directions on this page to send your email. A copy of this email will be sent to your email account. If you want the recipient's email address to be included in your copy of this email, check the option **Include list of recipients**.
3. Click **Submit**.

To send email to an individual person who doesn't have to be a student in this course or a group of people outside of the course from the Grade Center, follow the directions below,

1. From the Grade Center page, select **Manage > Send Email**.



2. A new page appears. Follow the directions on this page to send your email. If you are sending this email to a group of people, use comma to separate the email addresses. A copy of this email will be sent to your email account as well. If you want the recipient's email address to be included in your copy of this email, check the option **Include list of recipients**.
3. Click **Submit**.