xyzhomework

How to: Send an email/message to all students enrolled in a course...

1. Click on the "Roster" icon.

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Course	Messages	Forums	Roster	Calendar	Gradebook	Groups			
<u>Home</u> > Basic	College Mathemat	tics Template 20	15					Matthew	Hoy: Course #5089
Communica	tion	Basic Co	llege Math	nematics Ter	nplate 2015	View	v: Instructor	Student	Quick Rearrange
Messages		Add here: Assessment A Text Link Forum Wiki Block Calendar							
Forums									

2. Click the "Check: All" link to select all the students in the course.

Home > Preak	<u>ebra</u> > Roster									
Student Ro	ster									
View Login C	irid	Man	age Late	Passes Enroll Student w	ith known userhame					
Assign Section	ons and/or Co	odes		Enroll students f	rom another course					
Femal	Message	Lineeroli	Lock	Make Exception	rtures Conv Emails					
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Code	Account Status	Last	First	Email	Email	Last Access	Grades	Due Dates	Chg Info	Lock
0		McKeague	Patrick	patrick@varsitylearning.com	patrick@varsitylearning.com	never	Grades	Exception	Chg	
										Lock
Q		Overland	John	john@varsitylearning.com	john@varsitylearning.com	REVEL	Grades	Exception	Chg	Lock Lock

- **3.** Click the "E-mail" or "Message" link.
 - a. The E-mail link will send an email to the student's registered email address. Note that some of the formatting (specifically the math-specific tools) may not look right when displayed within the end-user's email program.
 - b. The Message link will send the student a message within the Varsity Learning system. Because it stays within the system, the message will display any math properly and what you type is what the student will see. If the student has chosen to be alerted when they receive a message within the system, they will get an email directing them to login to see the message. This option is on by default, but some students may disable it.

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Student Ro	ster									
View Login C	aid .	Man	age Las	ePasses Enroll Student w	ith known username					
Assign Section	ons and/or C	odes		Enroll students t	from another course					
E-mail	Message	Unenroll	Lock	Make Exception	ictures Copy Emails					
Check All, N	on-locked Ne	one								
Code	Account Status	Last	First	Email	Email	Last Access	Grades	Due Dates	Chg Info	Lock
2		McKeague	Patrick	patrick@varsitylearning.com	patrick@varsitylearning.com	never	Grades	Exception	Chg	Lock
2		Overland	John	john@varsitylearning.com	john@varsitylearning.com	never	Grades	Exception	Chg	Lock

4. Write your Email or Message.

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	Message:
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Note: FirstName and LastName can be used as form-mail fields that will autofill with each students' first/last name

5. By default, you also receive a copy of the email or message. You can change this so it sends a copy to only students, or you can include other instructors on the Email (helpful if you are team-teaching).

Send copy to:	Only Students
	Students and you
	O Students and all instructors of this course

6. You may also limit who receives the Email or Message by choosing an assignment from the "Limit Send" dropdown menu. By selecting an assignment from the dropdown, only students who *have not* completed that assignment will receive the communication. This is helpful for

reminding students when an assignment is due.

Limit send: to st	udents who haven't completed:	Don't limit - send to all	= 1
Unless limited, message will be sent to: McKeague, Patrick (patrick@varsity Overland, John (john@varsitylearni Student, Varsity (student@varsitylearni Truelson, Staci (staci@varsitylearni	Send E-mail learning.com) ng.com) ng.com) ng.com)	Don't limit - send to all A.1 A.2 A.3 A.4 A.5 A.6 A.8 A. Review 8.1 B.2 B.3 B.4 B.4	
	© 2014 V Varsity Learning is p	B. Review C.1 C.2 C.3 C.4	rail Us y David Lippman

7. Click the "Send E-mail" or "Send Message" button to send.