

## Sending E-mail from the Grade Center

---

### Overview


Instructors can communicate using Email with Students, their Observers, and others from within the Grade Center. This form of direct contact allows instructors to actively communicate with relevant parties while engaged in grading in the Grade Center. Such immediate feedback can quickly lead to intervention if required, promoting positive outcomes for students.

### Sending Email from the Grade Center

Email can be sent from the Grade Center in two different ways, depending on whom the Instructor would like to contact.

To send mail to a group of selected students, the students and their observers, or just the observers for the selected students, follow these steps:

1. From the Grade Center page, select Students in the Grade Center by checking the box adjacent to their names.
2. Click **Email** in the Action Bar.
3. From the Action Link menu, select the type of recipients, **Selected Students, Selected Students and their Observers, Observers for Selected Students, or Other**.
4. Fill in the **Subject** and **Message** fields on the Send Mail page.
5. If a **Return Receipt** is desired, select the check box.
6. Click **Attach a file** to include an attachment to the message.
7. Click Submit.

	<p><b>Note:</b> Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.</p>
---	--

To send mail to individual students from within the Grade Center, follow these steps:

1. Move the cursor in the First Name cell or the Last Name cell of the mail recipient.
2. Click the People Link menu to display the drop-down menu.
3. Click **Send Email**.
4. Fill in the **Subject** and **Message** fields on the Send Mail page.
5. If a **Return Receipt** is desired, select the check box.
6. Click **Attach a file** to include an attachment to the message.
7. Click Submit.