



How do I send email from the Grade Center?

When you want to send an email to some students from the Grade Center, you have to decide whether you want to include the list of Recipients or not.

This email will only be readable in their external email boxes!

1. From the Control panel, click on **Grade Center**
2. Click on for example **Struggling students** (a smart view that I have setup and marked as a favourite)
3. Select all the students which display on that page
4. Click on the Email link. The following page will display.

A screenshot of an email composition interface. The interface is divided into two main sections: '1. Email Information' and '2. Submit'. In the 'Email Information' section, there are fields for 'To', 'Additional Recipients (Bcc)', 'From', and 'Subject'. The 'To' field is populated with a list of student names. Below these fields is a large text area for the message. At the bottom of the message area, there is a checkbox labeled 'Include list of recipients' with the text 'A copy of this email will be sent to the sender.' below it. A red box highlights this checkbox, and a red callout bubble points to it with the text: 'If you tick this tick box, the student will see who else the message was sent to. If you do not tick the tick box, it will seem as if the message was only sent to that one student.' The 'Submit' section at the bottom has a 'Submit' button and a 'Cancel' button. The 'Cancel' button is also visible in the top right corner of the 'Email Information' section.