Using the Toolbar in PLS
Across the top of every PLS course, is a gray bar called the Toolbar.

The toolbar contains many of the administrative functions of the course in relation to the course content located in Course Home and the Weekly Units.

Sending Email
Use email to address student questions, concerns, and issues individually or send messages and files to groups of students. When a user is enrolled in a LearningStudio course, his/her email address is uploaded into that course.

Students can use email to send private messages to instructors regarding course or assignment questions or other personal concerns, or to communicate with other group members on collaborative projects.

IMPORTANT TIP: Instructors should encourage students to send general questions, or check for previously answered questions, about assignments or the course to the General Course Questions discussion thread in Course Home. This alleviates heavy email traffic for the instructor, but also provides a public forum for all questions and answers to be shared by the class.
Select Recipients
Add the desired recipients. Notice that PLS provides a link for the entire class (top red arrow above), and it will include any groups that are created by the instructor. Click the recipient and then the Add button.

Using Blind Copy
For email with private information, check the Do not disclose recipients (bcc) box if you do not want the email recipients on the list to see the other recipients of the email. (See second red arrow above.)

Attachments
Similar to all email, attachments may be added to these emails by clicking Add/Remove.

Formatting
Enter your message at the bottom in the Visual Editor window. Format the text of the email or add links by using the Visual Editor Toolbar.