

uiuLearn TUTORIAL

MORE TOOLS > EMAIL CLASSLIST

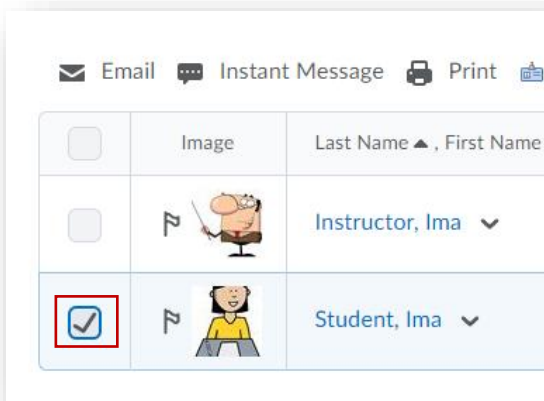
This tutorial covers how to send emails from uiuLearn using the Classlist tool option.

STEP 1> Log in to your uiuLearn course and click Classlist from the navigation bar.

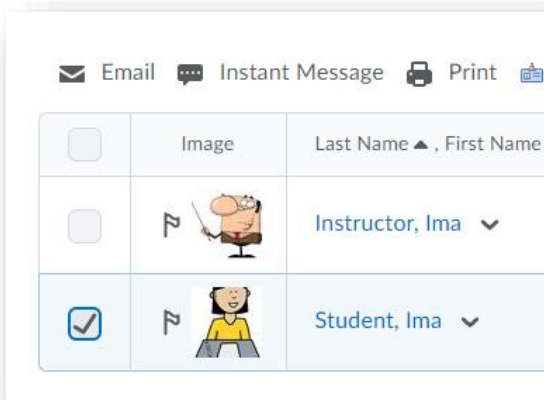


Content Assignments Discussions Quizzes Grades **Classlist** More Tools ▾ Student Resources ▾ Help ▾

STEP 2> The Classlist showing all students enrolled in your course will appear on the next screen. To email a student (or students), click the selection box(es) next to the name(s).

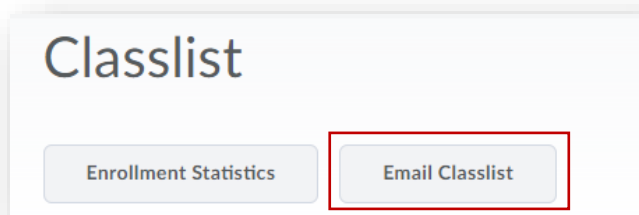


STEP 3> Then, click the Email icon.

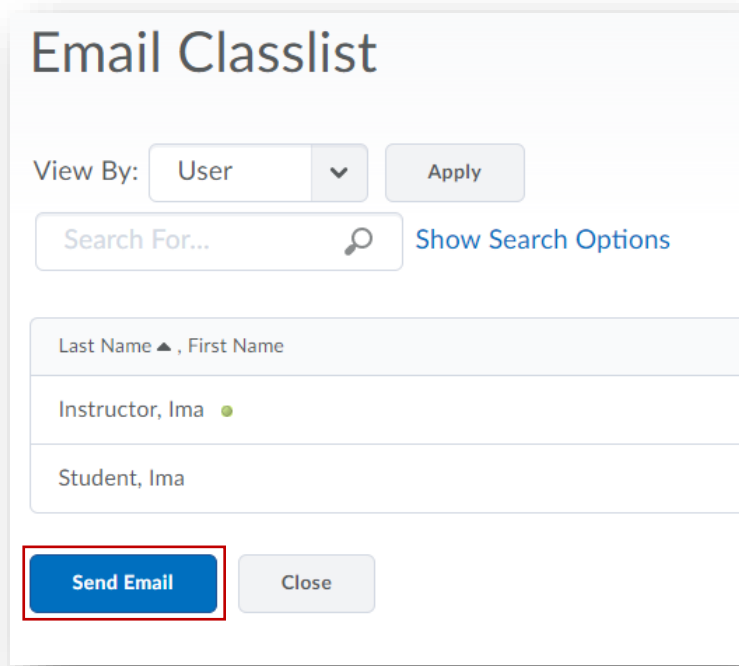


STEP 4> An email interface will open where you can compose a message, add attachments, and then Send.

STEP 5> If you wish to email your entire class from the Classlist tool, click the Email Classlist button found above the Classlist roster.



STEP 6> The next screen will display your Classlist for that specific course. Click Send Email below the list.



STEP 7> The next screen will allow you to compose the email. When you are finished click “Send.”

✓ PLEASE NOTE:

- If you wish to email **one** student directly from the Classlist tool, simply click on their name within the Classlist tool and a new email will open for you to compose with the student’s UIU address in the “to” line. You can also click the dropdown arrow next to their name and select the “Send Email” function.
- Emails will **ONLY** be delivered to students’ UIU email addresses.
- The subject line will automatically be populated with the course name and number; you can add additional information to the subject line if you wish.
- No emails can be received within uiuLearn. Any replies students would send back to you will be delivered to your UIU email address inbox.