uiuLearn TUTORIAL

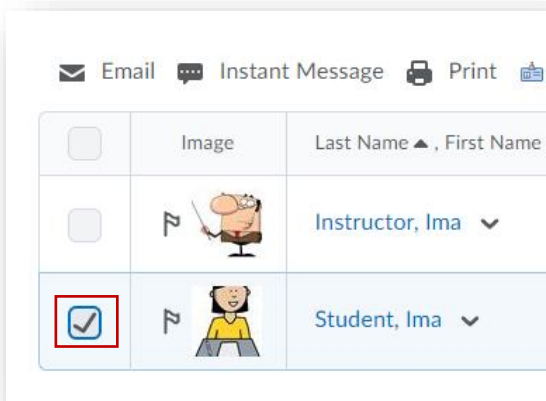## MORE TOOLS> EMAIL CLASSLIST

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.

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).
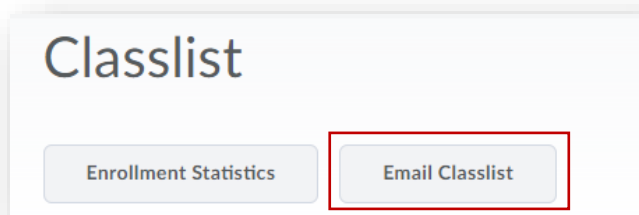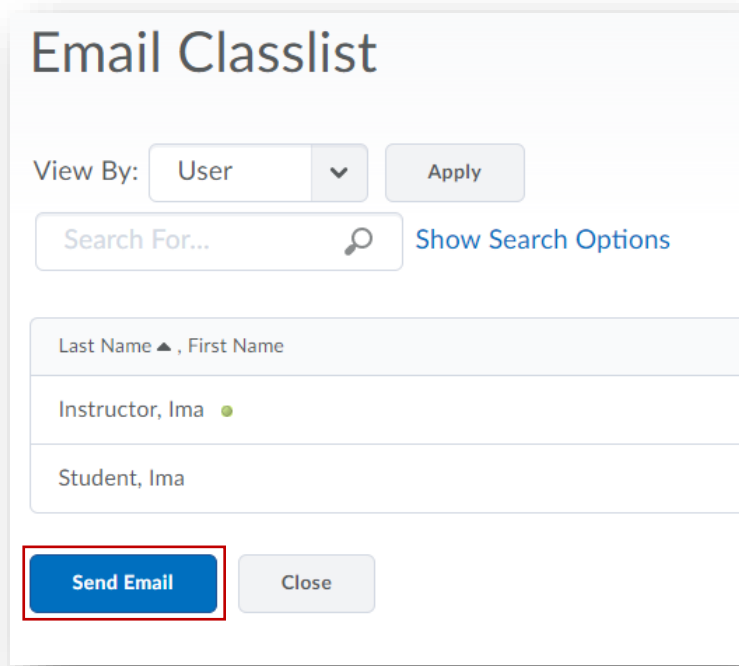

STEP 3>   Then, click the Email icon.
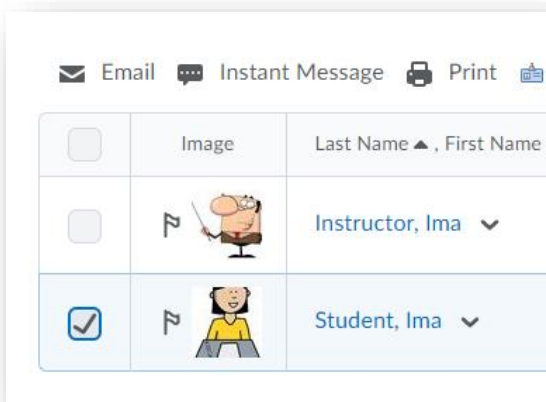
STEP 4>   An email interface will open where you can compose a message, add attachments, and then Send.

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

Classlist

Enrollment Statistics   Email Classlist

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

Email Classlist

View By: User   ⌄   Apply

Search For...   🔍   Show Search Options

Last Name ▲ , First Name

Instructor, Ima   ●

Student, Ima

Send Email   Close

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

✔ PLEASE NOTE:

⇢ *Emailing your instructor does NOT count as student activity in a course for attendance tracking.*

⇢ *Emails will ONLY be delivered to 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 or instructors would send back to you will be delivered to your UIU email address inbox.*