

Sending Group email to all class participants in Scholar

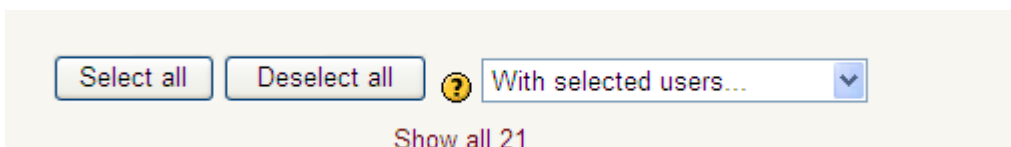
1. Click on the participants link under People on the front page of your course



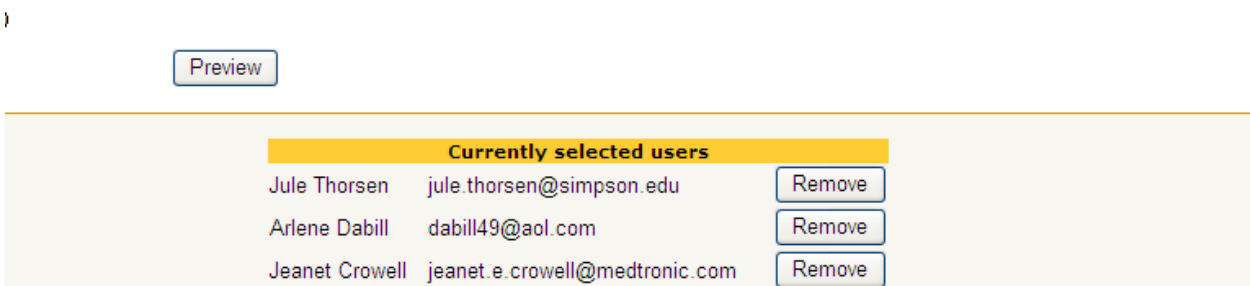
2. Then you will see a list of your class participants. Remember this list also includes you. If your class list is longer than the screen will allow, please click on the “show all participants” link so that the complete list of your students appears on your screen.

User picture	First name / Last name	City/town	Country	Last access ↑	Select
	Jule Thorsen	Des Moines	United States	now	<input type="checkbox"/>
	Keith Greiner			8 hours 14 mins	<input type="checkbox"/>
	Joe Petersen	Norwalk	United States	3 days	<input type="checkbox"/>
	Amy Walsh	Des Moines	United States	3 days 23 hours	<input type="checkbox"/>
	Charles Johnson	Indianola	United States	5 days 21 hours	<input type="checkbox"/>

3. At the bottom of this list is button that allows you to select all the participants in the class with a pull-down menu that allows you to add/send message.



4. On the next screen type your email message to the students in the word editor box. Below that box you will see the words “preview” and a list of the students in the class for you to review one more time.



5. Once you have previewed your message and you are happy with it. Select “send message” and the message will be sent to all the people on the participant list. Since you are on the list, you will also get the email. This email goes to the email address that your student has told Simpson College is their first choice of email addresses. If you wish to send this email to second or third addresses that your students have provided, please consult the paper copy student list that the EWG office provided after the first class session. You can simply forward the email that you receive to those additional addresses.

