**Using Email:**

Email can be sent from the Grade Center in **two different ways**, depending on whom the Instructor would like to contact.

To send mail to a group of selected students, the students and their observers, or just the observers for the selected students, follow these steps:

1. From the Grade Center page, select Students in the Grade Center by checking the box adjacent to their names.

2. Click **Email** in the Action Bar.

3. From the Action Link menu, select the type of recipients, **Selected Students**, **Selected Students and their Observers**, **Observers for Selected Students**, or **Other**.

   ![Action link Menu](image)

1. The selected email recipients. Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

2. The Senders name

3. Add additional Blind carbon copy recipients here in the form of regular email addresses i.e., johndoe@hotmail.com

4. Fill in the **Subject** and **Message** fields on the Send Mail page.

5. If a **Return Receipt** is desired, select the check box.

6. Click **Attach a file** to include an attachment to the message.

7. Click the **SUBMIT** button

[top of document]
To send mail to individual students from within the Grade Center, follow these steps:

1. Move the cursor in the **First Name cell or the Last Name cell** of the mail recipient.

2. Click the chevron menu to display the drop-down menu.

3. Click **Send Email**.

4. Repeat steps 4-7 above to complete the email process

**Using Reports**

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page

To create and print a read-only Report, follow these steps:

1. In the Grade Center, in the Action Bar, click **Reports**.