

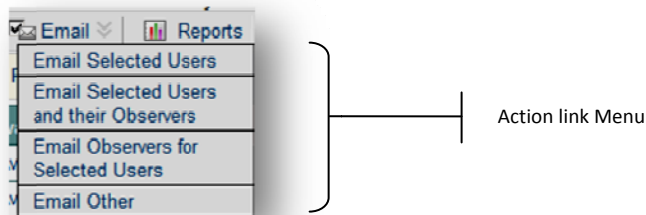
## Using Email:

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.**

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

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

The Senders name

**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.

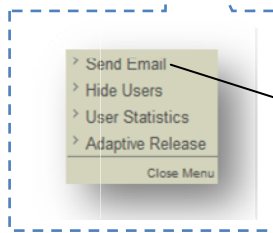
**7.** Click the **SUBMIT** button

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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.

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Last Access	Availability	Total
<input type="checkbox"/>	Alisea	Shannon	sa0699225	December 27, 200	Available	15.00
<input type="checkbox"/>	Alvarez	Anna	ia0125020	December 20, 200	Available	0.00



2. Click the chevron Link 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.

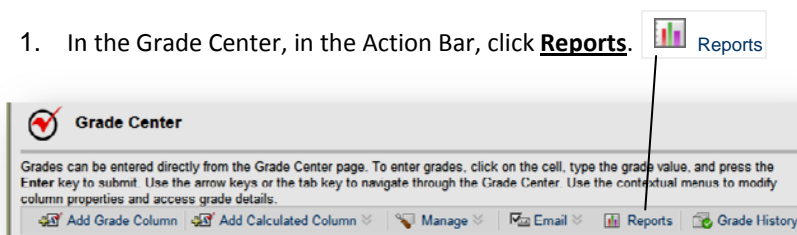
Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

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**.



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