

How to Send Email in Your Classroom

TITLE SCREEN 1: How to Send Email in Your Classroom

NARRATOR: Welcome to the “How to Send Email in Your Classroom” demonstration.

NARRATOR: Once you have completed this demonstration in its entirety, you will be able to:

1. Navigate to the Send Email tool in your classroom
2. Send an email to your entire class
3. Send an email to your Instructor
4. Send an email to one or more of members of your class

NARRATOR: This demonstration is broken down into four steps. To return to a specific step for review, please click on the appropriate link from the menu on the left.

CALLOUT: Highlight menu on the left.

NARRATOR: In your courses, you may need to send email to your classmates and your Instructor.

NARRATOR: Let’s start by learning how to navigate to the **Send Email** tool in your classroom.

TITLE SCREEN 2: Step 1: Navigate to the Send Email Tool in Your Classroom

NARRATOR: Step 1: Navigate to the Send Email Tool in Your Classroom

NARRATOR: In order to navigate to the **Send Email** tool, first select the **Tools** area in the left navigation bar.

CALLOUT: Select **Tools**.

NARRATOR: Next, now that you are in the **Tools** area, click on **Send Email**.

CALLOUT: Click on **Send Email**.

NARRATOR: You will now be provided with a list of options for sending email within your classroom. You will probably most often use the **All Users**, **All Student Users**, **All Instructor Users**, and **Select Users** email options.

CALLOUT: Highlight the **All Users**, **All Student Users**, **All Instructor Users**, and **Select Users** email options.

NARRATOR: Now that you have navigated to the **Send Email** tool, let’s take a closer look at the different email options that are available for you to use, starting with the **All Users** and **All Student Users** options.

TITLE SCREEN 3: Step 2: Send an Email to Your Entire Class

NARRATOR: Step 2: Send an Email to Your Entire Class

NARRATOR: If you would like to send an email to your entire class, you can use one of two email options within the **Send Email** tool—**All Users** or **All Student Users**. The **All Users** email option within the **Send**

Email tool will allow you to send an email to all individuals enrolled in the course—including classmates, your Instructor, and any additional faculty or observers.

CALLOUT: Highlight the **All Users** email option.

NARRATOR: The **All Student Users** email option within the **Send Email** tool will allow you to send an email to all of your classmates *only*. If you use this option, your email will not be sent to your Instructor or any other users enrolled in your class.

CALLOUT: Highlight the **All Student Users** email option.

NARRATOR: Let's take a closer look now at how to send an email to all of your classmates using this option.

NARRATOR: To send an email using the **All Student Users** email option, select **All Student Users** from the list of email options.

CALLOUT: Select the **All Student Users** email option.

NARRATOR: You will now be directed to an email page from which you will be able to send an email to all of your classmates. Notice that, in the **To** field of the email page, all of your classmates' names are listed. You will not be able to view your individual classmates' email addresses here. Any email sent from this email option, or any of the other email options within the **Send Email** tool, will be sent to each user's Walden University email address.

CALLOUT: Highlight the **To** field.

NARRATOR: Next, to formulate your email to your classmates, fill in the **Subject** box with the subject line of your email. Make sure that you create an original subject line that describes the content of your email in a concise and accurate manner.

CALLOUT: Type in a subject line in the **Subject** box.

NARRATOR: Then, type the content of your email in the **Message** box. As you are typing out your email, remember to use proper email etiquette.

CALLOUT: Type content of email in the **Message** box.

NARRATOR: If you would like to spell check your email, you can click on the **Spell Check** icon in the bottom-left corner of the **Message** box.

CALLOUT: Highlight the **Spell Check** icon in the bottom-left corner of the spell check box.

NARRATOR: Please also note that a copy of your email will always be sent to your Walden University email address.

NARRATOR: If you would like to attach any files to your email, click on the **Attach a File** link.

CALLOUT: Click on the **Attach a File** link.

NARRATOR: To attach a file, click on the **Browse** button. Then, search for your file, select it, and click **Open**.

CALLOUT: Click on the **Browse** button.

CALLOUT: Demonstrate searching for file, selecting file, and clicking **Open**.

NARRATOR: If you would like to attach another file, you can click on the **Attach Another File** link and follow the same steps that were just outlined.

CALLOUT: Highlight the **Attach Another File** link.

NARRATOR: Finally, when you are finished your email and you are ready to send it to your classmates, click the **Submit** button.

CALLOUT: Click the **Submit** button.

NARRATOR: Now that you have learned how to send an email to your entire class, let's take a look at how to send an email to your Instructor.

TITLE SCREEN 4:
Step 3: Send an Email to Your Instructor

NARRATOR: Step 3: Send an Email to Your Instructor

NARRATOR: If you would like to send an email only to your Instructor, you can use one of two email options within the **Send Email** tool—**All Instructor Users** or **Select Users**. The **All Instructor Users** email option will allow you to send an email to anyone who is enrolled as the Instructor in your classroom.

CALLOUT: Highlight the **All Instructor Users** email option.

NARRATOR: To send an email to your Instructor using the **All Instructor Users** email option, select **All Instructor Users** from the list of email options.

CALLOUT: Select the **All Instructor Users** email option.

NARRATOR: You will be directed to an email page from which you will be able to send an email to your Instructor. Notice that, in the **To** field of the email page, your Instructor's name is listed. If there is more than one individual listed in the **To** line, it may mean that your course is being co-taught. Please also keep in mind that, just like when sending an email to your classmates, you will not be able to view your Instructor's email addresses here; your email will be sent to your Instructor's Walden University email address.

CALLOUT: Highlight the **To** field.

NARRATOR: Next, formulate your email to your Instructor by following the steps for sending an email to your classmates that were outlined in Step 2 of this demonstration.

CALLOUT: Type subject line in **Subject** box.

CALLOUT: Type content of email in **Message** box.

NARRATOR: When your email is complete, click the **Submit** button.

CALLOUT: Click the **Submit** button.

NARRATOR: The other email option that is available for you to use to send an email to your Instructor is the **Select Users** option. Additionally, this option can be used to send an email to other individual classmates or users enrolled in the class, so let's take a look at it.

TITLE SCREEN 5:
Step 4: Send an Email to One or More Members of Your Class

NARRATOR: Step 4: Send an Email to One or More Members of Your Class

NARRATOR: If you would like to send an email to one or more members of your class—including your classmates, your Instructor, Teaching Assistants, or Observers—you can use the **Select Users** email option in the **Send Email** tool. The **Select Users** email option will allow you to send an email to one or more individual members of your class.

CALLOUT: Highlight the **Select Users** email option.

NARRATOR: To send an email to one or more members of your class using the **Select Users** email option, select **Select Users** from the list of email options.

CALLOUT: Select the **Select Users** email option.

NARRATOR: You will be directed to an email page from which you will be able to send an email to selected members of your class. Notice that, in the **To** field, there are now two boxes—**Available to Select** and **Selected**. You will use these two boxes to select the one or more members of your class to whom you would like to send an email.

CALLOUT: Highlight the **Available to Select** and **Selected** boxes in the **To** field.

NARRATOR: To select one member of your class to receive your email, select the name of the class member in the **Available to Select** box, and then click the right-hand arrow to move the name of your class member to the **Selected** box.

CALLOUT: Select a member of the class in the **Available to Select** box.

CALLOUT: Click the right-hand arrow to move the name of the class member to the **Selected** box.

NARRATOR: Now that your class member's name is in the selected box, the email that you formulate will be sent to him or her. If you would like to remove that class member from the list of class members receiving your email, you can return that class member to the **Available to Select** box by selecting his or her name in the **Selected** box and then clicking the left-hand arrow.

CALLOUT: Select class member in the **Selected** box.

CALLOUT: Click the left-hand arrow to move the name of the class member to the **Available to Select** box.

NARRATOR: If you would like to select multiple members of your class to receive your email, select the name of the first class member in the **Available to Select** box. Then, hold down the **CTRL** key on your computer while selecting the names of your other class members to receive your email.

CALLOUT: Select first class member in the **Available to Select** box.

CALLOUT: Hold down **CTRL** key and select other names of class members.

NARRATOR: After you have finished selecting the names of your class members to receive your email, click the right-hand arrow to move their names to the **Selected** box.

CALLOUT: Click the right-hand arrow to move the names of the class members to the **Selected** box.

NARRATOR: After you have selected all of the members of your class who should receive your email, formulate your email to those class members by following the steps for sending an email to your classmates that were outlined in Step 2 of this demonstration.

CALLOUT: Type subject line in **Subject** box.

CALLOUT: Type content of email in **Message** box.

NARRATOR: When your email is complete, click the **Submit** button.

CALLOUT: Click the **Submit** button.

NARRATOR: Congratulations! You have now completed the "How to Send Email in Your Classroom" demonstration.