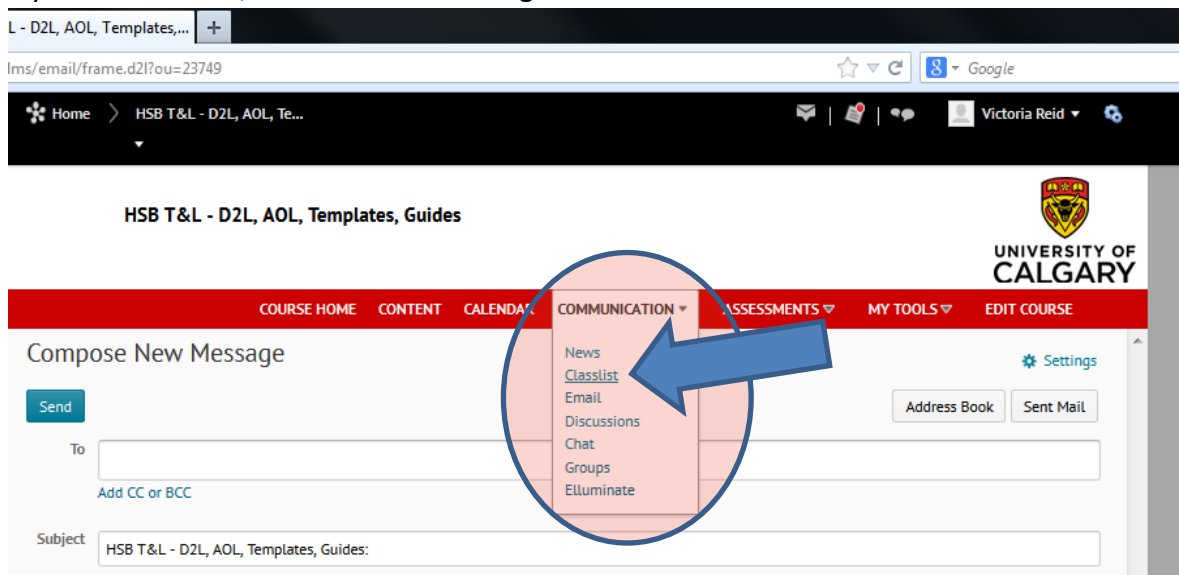


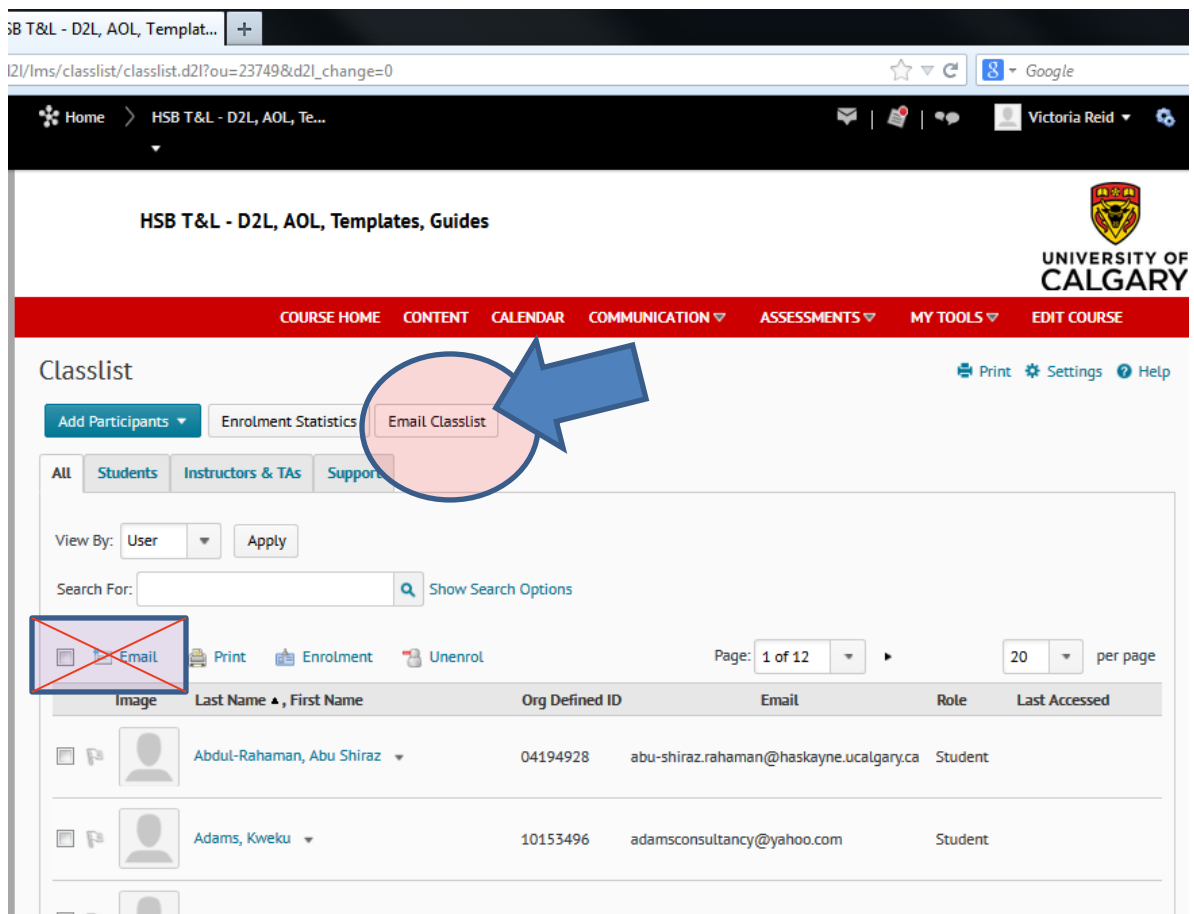
Haskayne “How To”

How to... email your whole class in D2L

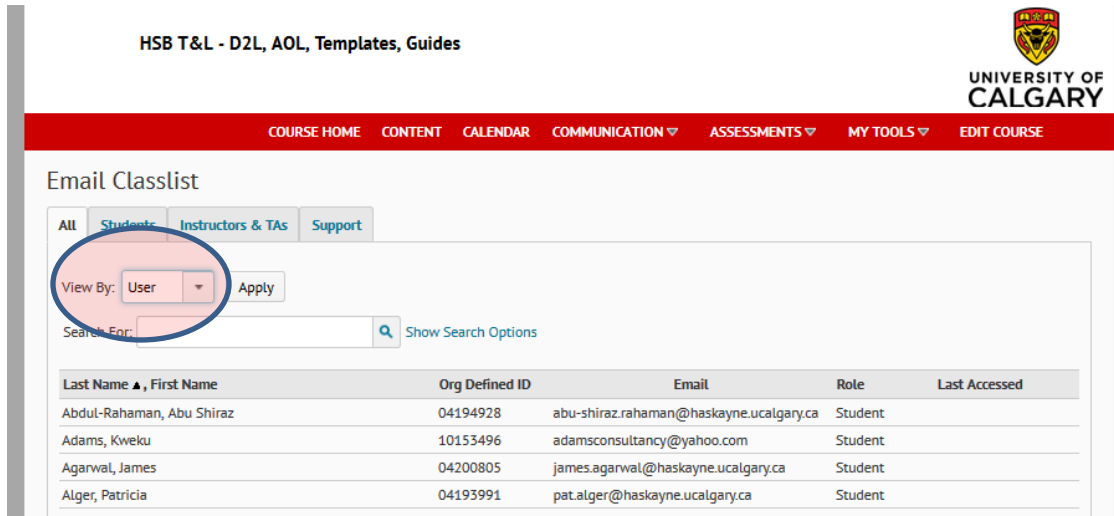
1. In your D2L course, look for the red navigation bar and click on Communication > Classlist



2. Click on the “Email Classlist” button near the top. **Note: do not select students and click “Email.”** If your class is large then this will only send an email to the students currently displayed on that page. Clicking “Email Classlist” ensures that everyone in the class gets the email.



3. After you click “Email Classlist,” you will be taken to a new page. Ensure that you are “viewing by user” if you wish to email the entire class.



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COURSE HOME CONTENT CALENDAR COMMUNICATION ASSESSMENTS MY TOOLS EDIT COURSE

Email Classlist

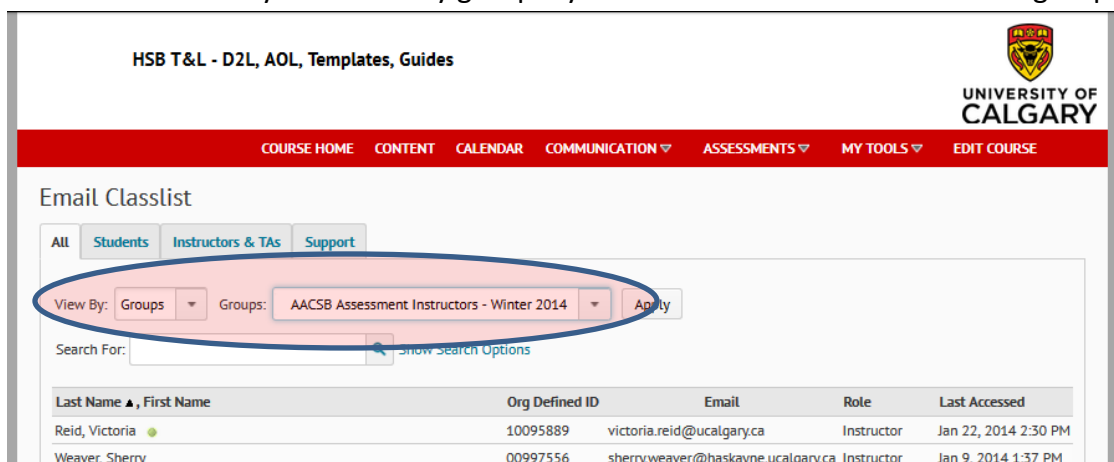
All Students Instructors & TAs Support

View By: User Apply

Search For: Show Search Options

Last Name ▲, First Name	Org Defined ID	Email	Role	Last Accessed
Abdul-Rahaman, Abu Shiraz	04194928	abu-shiraz.rahaman@haskayne.ucalgary.ca	Student	
Adams, Kweku	10153496	adamsconsultancy@yahoo.com	Student	
Agarwal, James	04200805	james.agarwal@haskayne.ucalgary.ca	Student	
Alger, Patricia	04193991	pat.alger@haskayne.ucalgary.ca	Student	

4. You can also view by section or by group if you wish to email select sections or groups.



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COURSE HOME CONTENT CALENDAR COMMUNICATION ASSESSMENTS MY TOOLS EDIT COURSE

Email Classlist

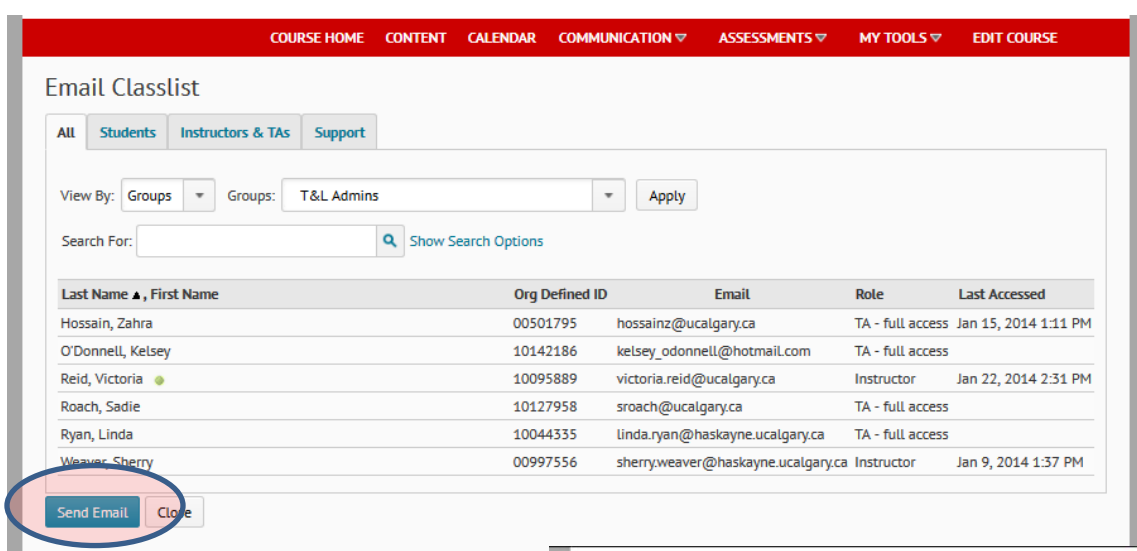
All Students Instructors & TAs Support

View By: Groups Groups: AACSB Assessment Instructors - Winter 2014 Apply

Search For: Show Search Options

Last Name ▲, First Name	Org Defined ID	Email	Role	Last Accessed
Reid, Victoria	10095889	victoria.reid@ucalgary.ca	Instructor	Jan 22, 2014 2:30 PM
Weaver, Sherry	00997556	sherry.weaver@haskayne.ucalgary.ca	Instructor	Jan 9, 2014 1:37 PM

5. Scroll to the bottom of the list of students and click on the blue Send Email button



COURSE HOME CONTENT CALENDAR COMMUNICATION ASSESSMENTS MY TOOLS EDIT COURSE

Email Classlist

All Students Instructors & TAs Support

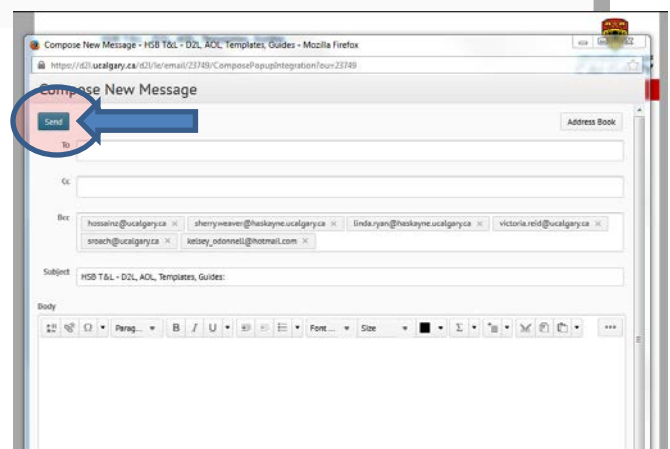
View By: Groups Groups: T&L Admins Apply

Search For: Show Search Options

Last Name ▲, First Name	Org Defined ID	Email	Role	Last Accessed
Hossain, Zahra	00501795	hossainz@ucalgary.ca	TA - full access	Jan 15, 2014 1:11 PM
O'Donnell, Kelsey	10142186	kelsey_odonnell@hotmail.com	TA - full access	
Reid, Victoria	10095889	victoria.reid@ucalgary.ca	Instructor	Jan 22, 2014 2:31 PM
Roach, Sadie	10127958	sroach@ucalgary.ca	TA - full access	
Ryan, Linda	10044335	linda.ryan@haskayne.ucalgary.ca	TA - full access	
Weaver, Sherry	00997556	sherry.weaver@haskayne.ucalgary.ca	Instructor	Jan 9, 2014 1:37 PM

Send Email Close

6. In the new window that opens, enter a subject, your email text, any necessary attachments, and then click the blue “Send” button.



Compose New Message - HSB T&L - D2L, AOL, Templates, Guides - Mozilla Firefox

https://63.ucalgary.ca:8216/email/23749/ComposePopupIntegration?ou=23749

Compose New Message

To:

Cc:

Rec: hassain@ucalgary.ca x sherry.weaver@haskayne.ucalgary.ca x linda.ryan@haskayne.ucalgary.ca x victoria.reid@ucalgary.ca x sroach@ucalgary.ca x kelsey_odonnell@hotmail.com x

Subject: HSB T&L - D2L, AOL, Templates, Guides

Body

Send