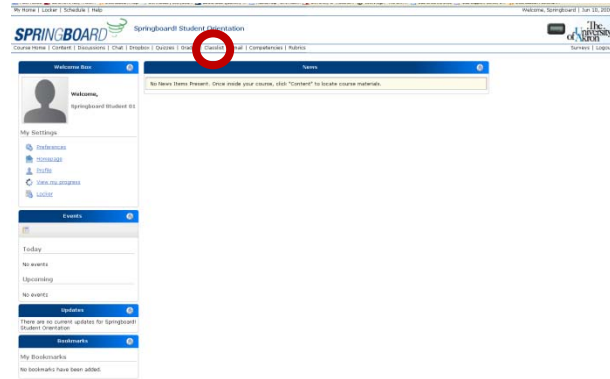
 **Locating the Classlist**

1. Go to the Course Navigation Bar and locate the **Classlist Tool**. Click on **Classlist**.



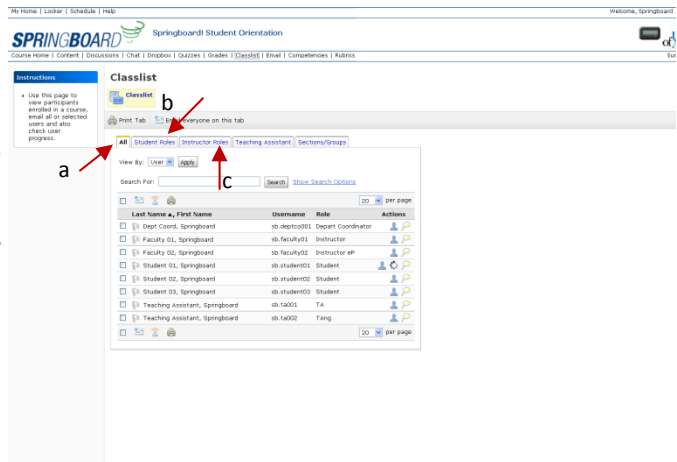
2. The **Classlist Tool** has several display options or tabs.


To view all members of your course including students, teaching assistants, etc., click on the **All tab**. (a)

To view only the Students, click on the **Student Roles tab**. (b)

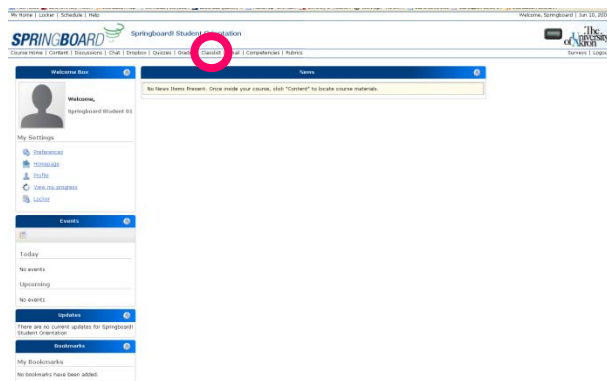
To view only the Instructors, click on the **Instructor tab**. (c)

And as you have no doubt figured out, to locate TAs, click on the **Teaching Assistant tab** and for Group enrollment, click the **Sections/Groups tab**.



 **Sending an Email**

1. Go to the Course Navigation Bar and locate the **Classlist Tool**. Click on **Classlist**.

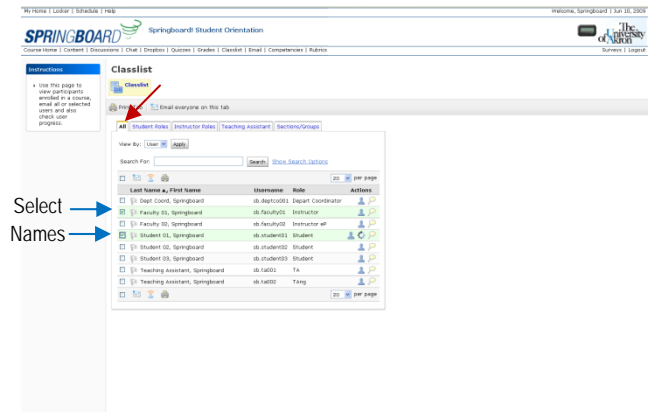



- Click on the **All** tab. Why the **All** tab? Well, we are using this tab to ensure that you (the instructor) also receive a copy of the outgoing email.

Remember, Springboard! uses your University of Akron email account – **no email messages are saved in Springboard!**

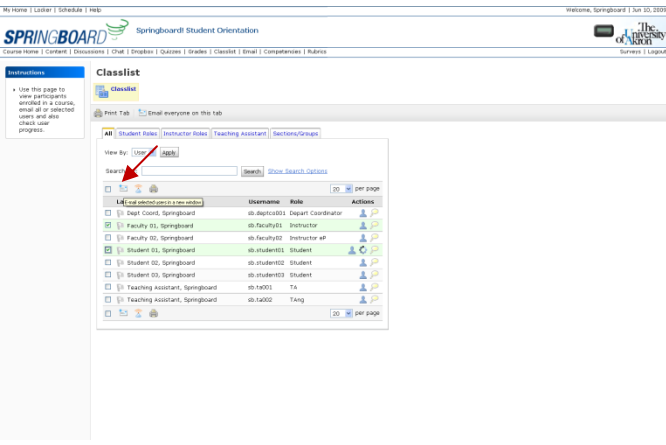
So, if you want a copy of messages for your records, make sure you include yourself in the email To, CC, or BCC line.


From the **All** tab, you can select one student or all students. Select the name(s) as well as your name from the list by clicking the box to the left of the name. This will highlight the entry line in green.



- You now need to open the Email Compose window. Locate the email icon  at the top of the Classlist.

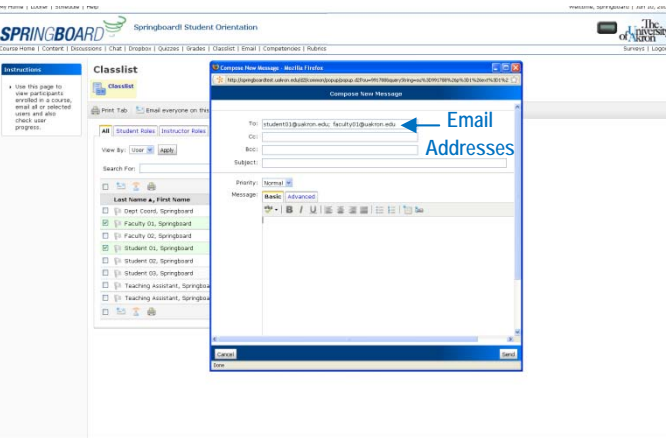
The icon looks like a snail mail envelope. Click on the envelope. This will open the Compose window for your message.



- A new window opens after you click on the  email icon. That is the **Compose New Message** window.

The **"To:"** line is already pre-populated with the addresses of the student(s) you selected from the Classlist – including you, the instructor.

Now you are now ready to enter the Subject of your email.



5. As you enter your **Subject**, remember students receive a large number of emails – as do you. To keep things organized, it is recommended that you include the course number in the Subject line. If you want your students to utilize a different method of tagging course emails, please share that with them.

With the Subject line entered, you are ready to type your message. Springboard! includes a text editor with two (2) tabs – Basic and Advanced.

The **Basic** tab has functionality similar to Notepad or WordPad.

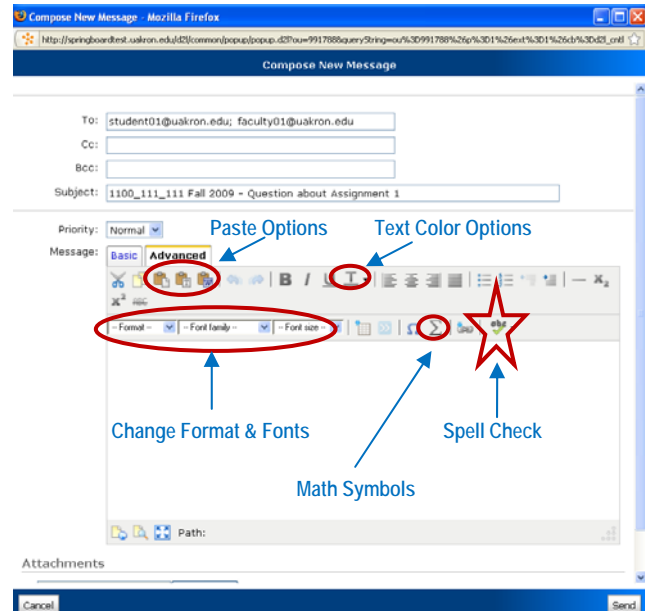
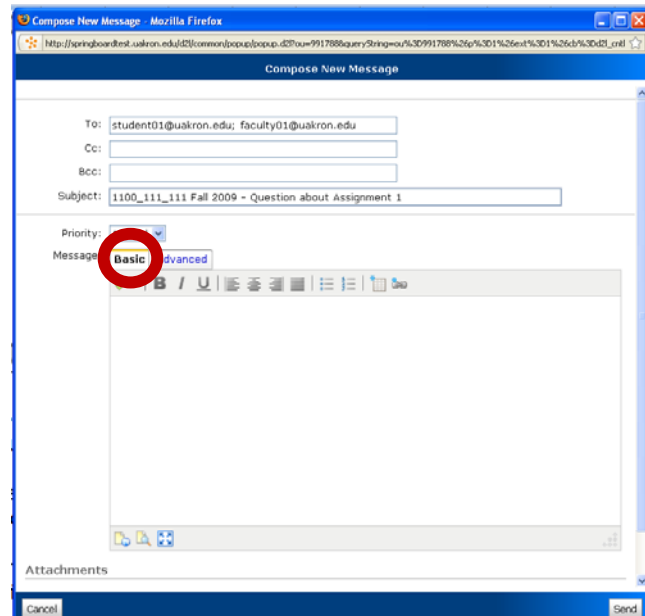
The features include bold, underline, italics, creating lists, inserting tables and creating links.

6. The **Advanced** tab has all the features of the Basic tab plus the ability to:

- Change the Paragraph Format,
- Change Fonts and Font Size,
- Change text colors,
- Enter mathematical equations, and
- Paste content from another text editor or Microsoft Word.

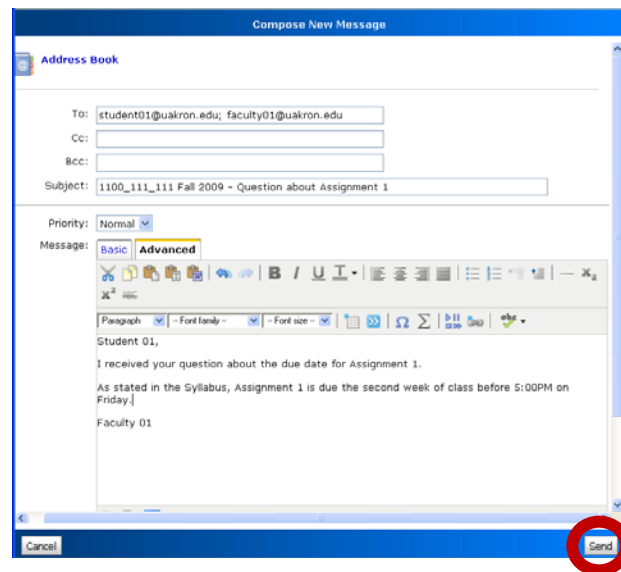
Both tabs include Spell check – certainly important in email communication.

Select the tab with the features you will need and type your message.



7. You are now ready to send the email to your student(s).

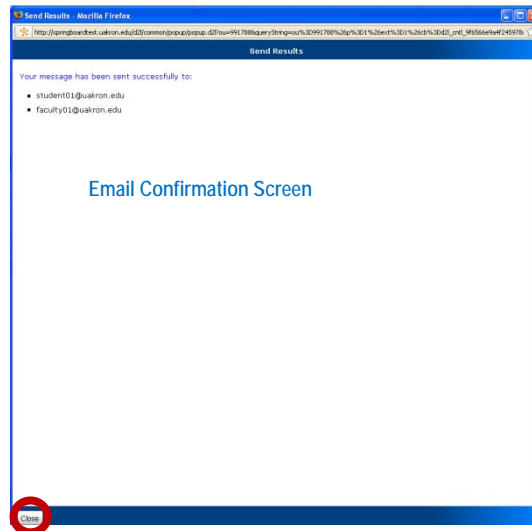
Click **Send** at the bottom right corner of your Compose New Message window.



8. Your email has been sent!

You will now see a **Send Results** window which states, "Your message has been sent successfully to:" and the list of recipients you included in your email.

Close this window by clicking Close in the bottom left corner.



Let's do a quick recap:

- We found the Classlist tool on the course navigation bar.
- We selected the student(s) and ourselves from the list located on the **All** tab. Why the **All** tab? So that we also get a copy of the email.
- We located and clicked on the email icon – as you recall, it was the goofy snail mail envelope
- We located the subject line and entered the course number
- We typed our email
- We sent our email
- We located and confirmed that the email was sent using the Springboard! email confirmation screen

That's all there is to sending an email from the Classlist in Springboard!

