# *GCULearn Basics: Sending email*

Instructor Guide

There may come a time when you have to send an **email** to one or all of your students' on a course. GCULearn allows you to do this though the **Send Email** tool under the **Course Tools Panel.** There Send Email tool provides instructors with a number of choices which allow you to send emails to **All Users** on a course, **All Groups**, **All Instructors**, **Observers** and more. This guide will lead you through the steps necessary to get you started sending email from within GCULearn.

1   Select a course from **My Courses** this should be the course where you wish to post the email from.

2   Ensure **Edit Mode** is on.

Edit Mode is: ON
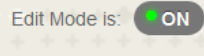
3   Go to the **Control Panel**. Select **Course Tools** and then click **Send Email.** You should now have a series of options for sending emails to others on your course. Most of the time you will want to send an email to all users in a course however there may be occasions when this is not the case for example you may just want to update all the instructors on the course or contact a particular group of students.
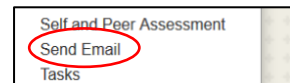
4   If you select **all users**, you notice that the options are very basic and details of the recipients are already assigned. All you have to do is provide a **subject** line and some contents in the **message** area. You also have an option to add a **file attachment** and request **return receipt**. This step is similar for sending email to **all groups, all student users, all instructor users, all observers.**
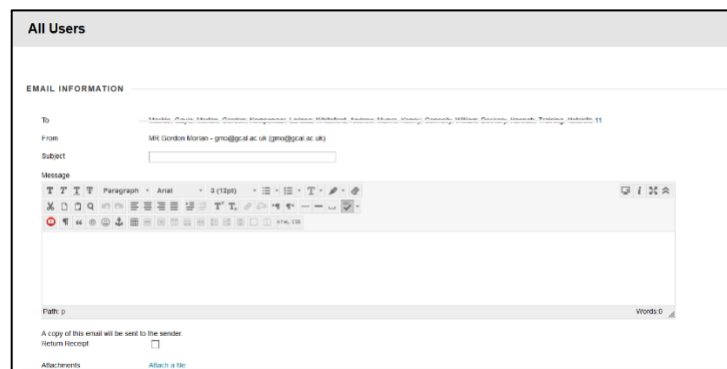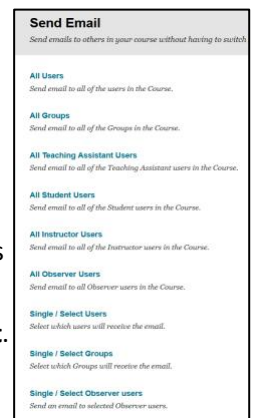
5 To send email to selected users or groups do one of the following: Click **Single/Select Users** or **Single/Select Group.** In the window that opens choose the individual or individuals from the **Available to Select** container then use the chevron to move the individual names into the **Selected** container. Using **ctrl** (keyboard) click (mouse) allows you to select multiple names at one time.

Single / Select Users

✳ *Indicates a required field.*

EMAIL INFORMATION

★ To
Available to Select   Selected

Smith, John   Morlan, Gordon
Training, Netskills 11

Invert Selection Select All   Invert Selection Select All

From
Subject
Message

6 Provide a **subject** line and some contents in the **message** area.

7 You also have an option to add a **file attachment** and request **return receipt**.

8 Click submit and your email will be sent.

Cancel   Submit

Notes: