Sending an Email to Activity Participants

This function facilitates you to easily send all or selected participants a broadcast email from your catalog area.

Note: This communication tool relies on the accuracy of each recipient's email address. There may be occasions where the selected recipient will not receive the email because their account's email is not configured correctly.

Use these steps to Send an Email to Participants:

1. Go to the Instructor tab along the top of the screen.

2. Use the available search tools to locate the activity (if necessary). If the activity cannot be found, you are not listed as the instructor. Contact your district's professional development office for assistance.

3. Click the Email Functions link under the Activity Functions section

✓ Instructor Tools	
 Activity Details 	
Southwest Algebra Strategies - Session B Session Code: VASS-0122 Program: EdTraining Courses Dates: On-Going (Ends Jun 30, 2017)	
	Credits: 3 Hours: 12 Enrolled: 10/99 Wait: 0/0
Activity Functions	
Team Room (Comments: 0 Files: 0)	View Roster
Print Sign-In Sheet	Activity Attendance
Email Functions	Cancel Activity
Report:	Preview
Activity Evaluation Info	Download Roster

4. Review the list of registrants and select email recipients (see below). Note that some names will not be usable. These individuals have not added their email address to their User Profile. Click all registrants that should receive the email message.

5. Select the appropriate boxes if you would like to send a copy of the message to all instructors listed for the activity and/or yourself.

#	Selec	t Name? Building	Approval Status	Hours#1	Hours#2 Ci	redits#1 C	redits#2	Evaluation	Submitted	Edit Form	-
1,		Apple, Mary Ann District Office	Complete	0.00	0.00	0,00	0.00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
2.		Bailey, frank District Office	In Progress	4.00	4.00	0.00	0,00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
з.		Beeler, Meg District Office	In Progress	4.00	4.00	0.00	0.00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
4.		Belmar, Demo District Office	Absent	5.00	5.00	0.00	0.00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
5.		Bennett, Earl District Office	Absent	5.00	5.00	0.00	0.00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
6.	V	Berg, Lynn District Office	In Progress	4.00	4.00	0.00	0,00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
7.		Conkle, Mike District Office	In Progress	4,00	4.00	0.00	0.00	Form (Incomplete)	7/19/2012 3:15 pm	[Edit]	
8.	V	Davens, Burt Ivan Dretzky High School	Complete	5.00	5,00	0.00	0.00	Form (Incomplete)	7/5/2013 6i22 pm	[Edit]	
9	100	Dominiques Barb	To Droorpee	4 00	4.00	0.00	0.00	Form	7/19/2012 3-15 nm	[Filh]	*
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6. Click the Send Email button when complete.