

Sending Email to the Class

To send email to some or all students in the class, go to the option 5: “Send Emails to Students for...” on the Professor's page. The screen comes up with the default message, which is blank unless you have saved a message as the default message.

1. Select the recipients of the email.
 - ❖ The default selection is to send to all current students in the class, those with status anything other than D, DROP, or WITHDRAW.
 - ❖ You may also choose specific students from the list. The list includes all logins in the database, with any status, including instructors and practice users.
 - ❖ **Do not select a classlist (the third option).** The classlists available are likely to be obsolete if you or students have made any changes since the initial upload.
 - ❖ If you are sending to a subset of the class, often to a section, you may reorder the list to sort by section. The section or recitation name shows only when the list is ordered accordingly
2. Fill in your name, the reply-to email address, and subject.
3. If you want to use information from a saved file, select that file from the “merge file” list. This is useful when you want to email students their scores.
4. Enter your message. You may create fields in the body of the message to be filled in for each recipient; the list of field is given in the Message drop down list. For example, the body of the message might consist of the following:

```
Hello $FN $LN. Here is some information about you:
```

```
Your name is $FN $LN.
Your section is $SECTION.
Your status is $STATUS.
Your login is $LOGIN.
Your student identification number is $SID, which is also your
initial password.
Your current email address in the database, to which the message
is sent, is $EMAIL.
```

A recipient of the email would receive something like this:

```
Hello Jack D. Chang. Here is some information about you:
```

```
Your name is Jack D. Chang.
Your section is 05.
Your status is C.
Your login is jchang.
Your student identification number is 36117, which is also your initial password.
Your current email address in the database, to which the message is sent, is
jchang@asunet.alasu.edu.
```

5. If you want to save this email to use again, scroll to the bottom, enter a new name of the form [newname].msg in the box, and click Save as.
6. Click “Send Email” button.

Note: If desired, instead of composing a new message, you may use a previously saved message. To use a saved message, open the saved message from the drop down box. However, if you use a saved message, you need to re-enter the email recipients again (For this, skip step 1 and perform it just before step 6). The reason is that the recipient list is not saved with a saved message, while the other fields are. So, if you select recipients then scroll down to open a saved message, the recipients revert to the default, all current students.

The screenshot shows the WeBWoRK interface for sending emails. At the top, there are logos for the University of Rochester and Alabama State University. The page title is "WeBWoRK Send Mail Page for MAT137". A paragraph explains the functionality of the page, including the use of macros like \$COL[n] for merging data from CSV files. Below the text, there are two main sections: "Send Email To:" and "Enter Message:".

Send Email To:

- Send e-mail to all current students in MAT137
- or
- Send e-mail to individual students (select as many as you like)

A list of students is shown, with "Wang, Amy, 1363, wang" selected. Below the list are options to "Order students" by "Alphabetically", "by section", or "by recitation", and a "Reorder list now" button.

or

- Select a classlist to send a message to: (Classlist files can be created from the Professor's Page)

A dropdown menu shows "None".

Enter Message:

From: [text input]
Reply-To: [text input]
Subject: [text input]

Message:

[These macros can be used to insert student specific data:]
Select a merge file: None or type in your own email/
 Do not send email if there is no record in merge file.

Message area [text area]

Buttons: Open, Save, Save as, Save as Default, Send Email

For "Save As" choose a new filename.

Revert to original and Resize message window Rows: 5 Columns: 90
If you resize the message window, you will lose all unsaved changes

Footer: Logout, Feedback, Help, Problem Sets, Enter Professor's Page

Current time: 11/6/02 at 9:02 AM

Step 1, Select the recipients. There are three options

Step 2, fill in your name, the reply-to email address, and subject.

Step 3; select a file if you want to use information from a saved file.

Step 5, If you want to save this email to use again, enter a new name of the form [newname].msg in the box, and click "Save as".

If desired, open a saved message instead of composing a new one.