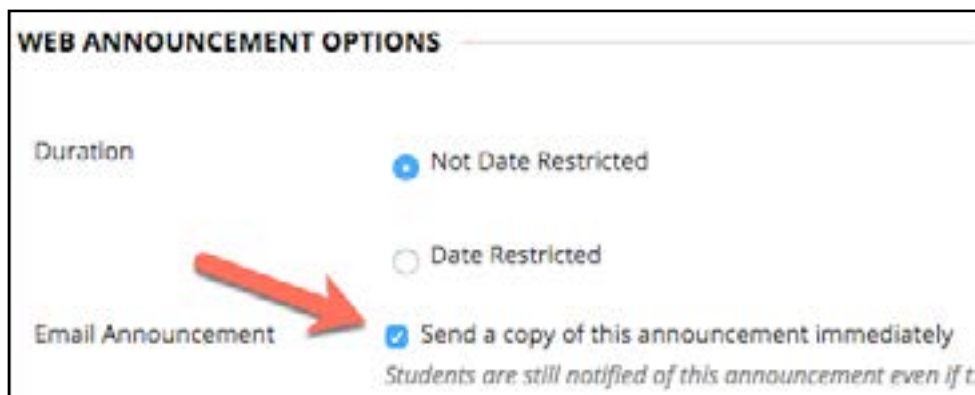


Communicating with Students

Create Announcement

You can quickly email a note to students using the Announcement Tool.

1. Simply click on the **Create Announcement** button at the top of the menu.
2. Check off the **Send a copy of this announcement immediately** option in the Web Announcement Options to send an email to students with the full text.



Send an Email to a Student/s

Email one student, a group, or all students in your course. Email is flexible. However, there isn't an inbox in the email tool, so make sure to CC yourself. The emails will be delivered to CCRI email addresses.

