LearningStudio Email Tool Instructions

The Email tool in LearningStudio is internal to the class. This means that all messages for the instructor and class are organized together and kept in the classroom space rather than going out to an external email address.

To send an email to the entire class, follow the steps below. Then, practice by sending a message to all of your student orientation class members.

To send an email to the entire class:
Note: You must complete this exercise in order to pass this course.

1. Click the Email tab at the top of your course page.
2. Click New Message.
3. Select the box next to All Recipients.
4. Input the subject and the body of the email.
5. Click Send.
You have the ability to attach documents to your emails. You may find this helpful when communicating with groups or your instructor.

To send an email to an individual student, follow the steps below:

1. Click the Email tab in the course Tools.
2. Click New Message.
3. Select the box next to the name of the individual to whom you wish to send the message.
4. Input the subject and the body of the email.
5. Click Send.

You have the ability to attach documents to your emails. You may find this helpful when communicating with groups or your instructor.