

# Email

[Send an email via the Control Panel](#)

[Send an email via your VITAL home page](#)

[Other places where you can send emails](#)

## Overview

The email tool in VITAL allows you to send emails to the whole module or to specific groups or to individuals in the module. There are a number of pre-made mailing lists based on the module's enrolments and any groups you have set up, or you can select individually the people you want to send an email to. Emails can also be sent by role e.g. instructors only or students only. The email tool uses the University email addresses associated with each student or staff member.

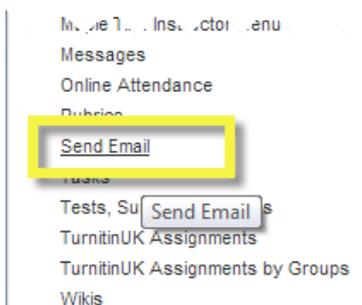
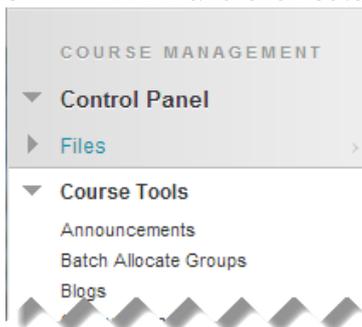
Attachments can be sent. You can send emails in VITAL from:

- The 'Send Email' link of the Course Tools area in the Control Panel
- The VITAL homepage
- The Grade Centre
- Some management pages e.g. 'Groups'
- The Retention Centre (to contact students highlighted by rule alerts)

**NB:** VITAL does **not** store your sent emails anywhere in the module but it does send a copy to your University email account. It is recommended that you organise a separate email folder(s) to keep an easily searchable record of your VITAL emails. You can also request a receipt listing all of the people that the email was sent to.

## Send an email via the Control Panel

1. In the module for which you want to email users, go to the **Control Panel**, click **Course Tools** and then select the **Send Email** link.



2. The **Send Email** page lists the emailing options available. Some are pre-set mailing lists (eg. the 'All users' list includes all students, Instructors and Course Builders automatically) or you can select individual users from a list and the "To" field of the email will be populated with their email addresses this way. If you are using groups in the module you can email individual groups, a number of, or all groups with the email tool. Again, the mailing lists for groups will be ready-made for you to use.

- » **All Users**

Send email to all of the users in the Course.
- » **All Groups**

Send email to all of the Groups in the Course.
- » **All Teaching Assistant Users**

Send email to all of the Teaching Assistant users in the Course.
- » **All Student Users**

Send email to all of the Student users in the Course.
- » **All Instructor Users**

Send email to all of the Instructor users in the Course.

3. In the example shown below, the 'All Student Users' email option has been selected and every student's name automatically appears in the 'To' box (A).

**1. Email Information**

To: Roberts, Dan; VitalStudent00, Viv; VitalStudent01, Victor; VitalStudent02, Victoria; VitalStudent03, Vincent; VitalStudent04, Vladimir; VitalStudent05, Verne; VitalStudent06, Valerie; VitalStudent07, Vanessa; Varga-Atkins, Tunde; VitalStudent08, Violet

From: Dan Roberts (D.B.Roberts@liverpool.ac.uk)

Subject:

Message

Some **important** notes have changed. Please be aware of this

Path: p Words: 10

A copy of this email will be sent to the sender.  
Return Receipt

Attachments [Attach a file](#)

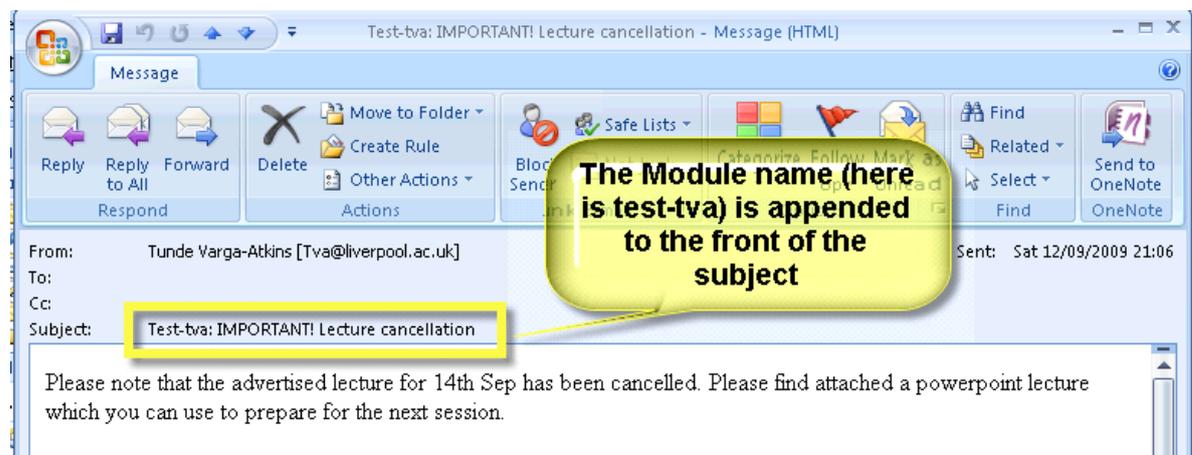
**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

4. A 'Subject' and 'Message' text (B) for the email is entered (the text editor is a reduced version of the one you will generally see when creating content). One or more files can be attached to the email (D).
5. You will be sent a copy of the email automatically. If you want a list attached of everyone who has been sent the email, then check the box (C) 'Return Receipt'. This does not require recipients to acknowledge that they have received your email, it only adds a list of the recipients to your copy of the email.
6. Click **Submit** to send the email immediately.
7. After submission, you get a green success message at the top of the screen with the names of the email recipients.



8. This is how the email message looks for the student in Microsoft Outlook:



## Send an email via the Grade Centre

Emails can also be sent via the Grade Centre and this can prove useful particularly when dealing with assignments and reminding students of upcoming deadlines.

9. In the **Control Panel** click on the **Grade Centre** and click to open the **Full Grade Centre**.
10. You will see a list of all the students enrolled onto your course. Use the check box to the left of each student name to select the users you wish to email.

11. There is an **Email** drop down menu in the upper-left of the Grade Centre (see the screenshot below). Hover the mouse pointer over this and on the pop-up menu that appears, click **Email Selected Users**.

**Grade Centre : Full Grade Centre** ⌵

*In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)*

Create Column   Create Calculated Column ⌵   Manage ⌵   Reports ⌵   Filter   Work Offline ⌵

Sort Columns By: Layout Position   Order: ▲Ascending

Grade Information Bar   Last Saved: 20 February 2013 11:09

Last Name	test	Written exam (:	Semester 1 As:	Trial	Test question. ↑
<input checked="" type="checkbox"/> VitalStudent00	--	--	--	--	--
<input type="checkbox"/> VitalStudent01	--	--	--	--	!
<input type="checkbox"/> VitalStudent02 Victoria	--	--	--	--	--
<input checked="" type="checkbox"/> VitalStudent03 Vincent	--	--	--	--	!
<input type="checkbox"/> VitalStudent04 Vladimir	--	--	--	--	--
<input checked="" type="checkbox"/> VitalStudent05 Verne	--	--	--	--	--
<input checked="" type="checkbox"/> VitalStudent06 Valerie	--	--	--	--	--
<input type="checkbox"/> VitalStudent07 Vanessa	--	--	--	--	--
<input type="checkbox"/> VitalStudent08 Violet	--	--	--	--	--

Selected Rows: 4

Move To Top   Email ⌵   Icon Legend   Edit Rows Displayed

12. You will see the 'Email Information' page appear to create your email. Fill in the **Subject** and **Message** box here.
13. Check the box below the message 'Include list of recipients A copy of this email will be sent to the sender' and click **Submit**.

## Other places where you can send emails

You will find direct email facilities in these tools where students are listed, saving you the need to navigate to the 'Send Email' tool.

- Grade Centre (see above);
- Retention Centre (flags students missing due dates, no module access etc).
- Groups management area (screenshot below).

<input checked="" type="checkbox"/> tutorial Groups 1 ⌵	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 10	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 11	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 12	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 13	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 14	tutorial Groups	No	Yes
<input type="checkbox"/> tutorial Groups 15	tutorial Groups	No	Yes

Open

Edit

Email

Delete   Email