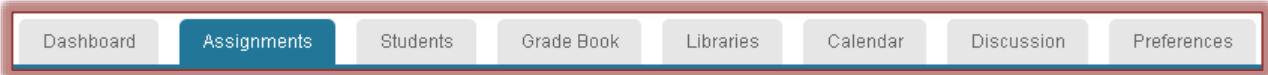


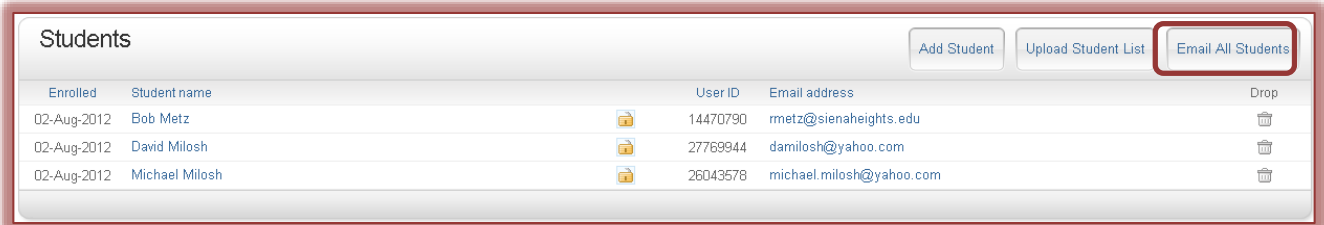
## EMAIL STUDENTS

Within Turnitin, it is possible to send an email message to the students enrolled in the course.

- ✦ On the **Class Home Page**, click the class for which the email message is to be sent.
- ✦ Click the **Students** tab.



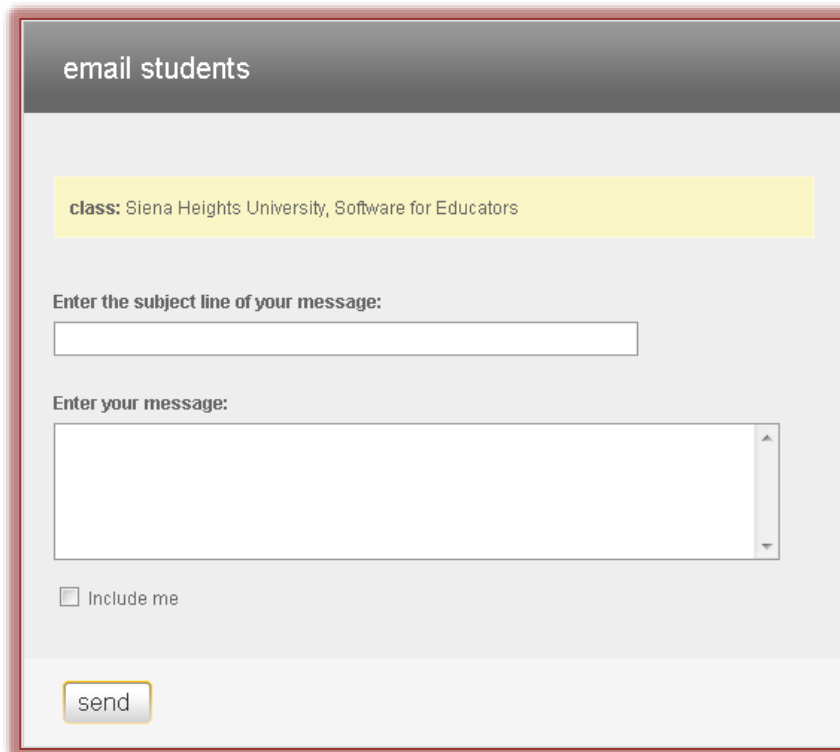
- ✦ The **Students** window will display with a list of the students in the course (see illustration below).



The 'Students' window displays a table of student information and three action buttons: 'Add Student', 'Upload Student List', and 'Email All Students'. The 'Email All Students' button is highlighted with a red box.

Enrolled	Student name	User ID	Email address	Drop
02-Aug-2012	Bob Metz	14470790	rmetz@sienaheights.edu	
02-Aug-2012	David Milosh	27769944	damilosh@yahoo.com	
02-Aug-2012	Michael Milosh	26043578	michael.milosh@yahoo.com	

- ✦ Click the **Email All Students** tab.
- ✦ The **Email Students** window will display (see illustration below).



The 'email students' form includes a class name, a subject line input field, a message input field, an 'Include me' checkbox, and a 'send' button.

class: Siena Heights University, Software for Educators

Enter the subject line of your message:

Enter your message:

Include me

send

- ✦ Enter a **Subject** of what the message is about.
- ✦ Enter the **Message** that is to be sent to the students.
- ✦ Click the **Include me** check box to have the message sent to your email.
- ✦ Click the **Submit** button.