

# Seaport 3

## Student Roster – Email Selected

1. After logging in and selecting your course, click **Student Roster** in the left navigation menu (Figure 1).

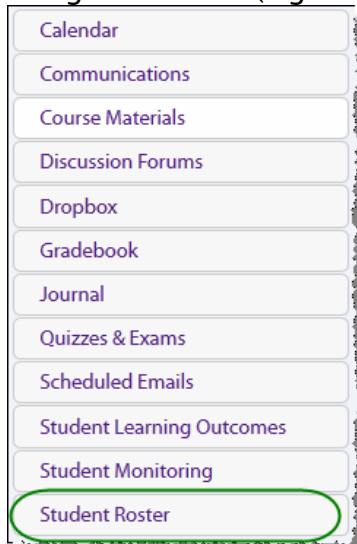
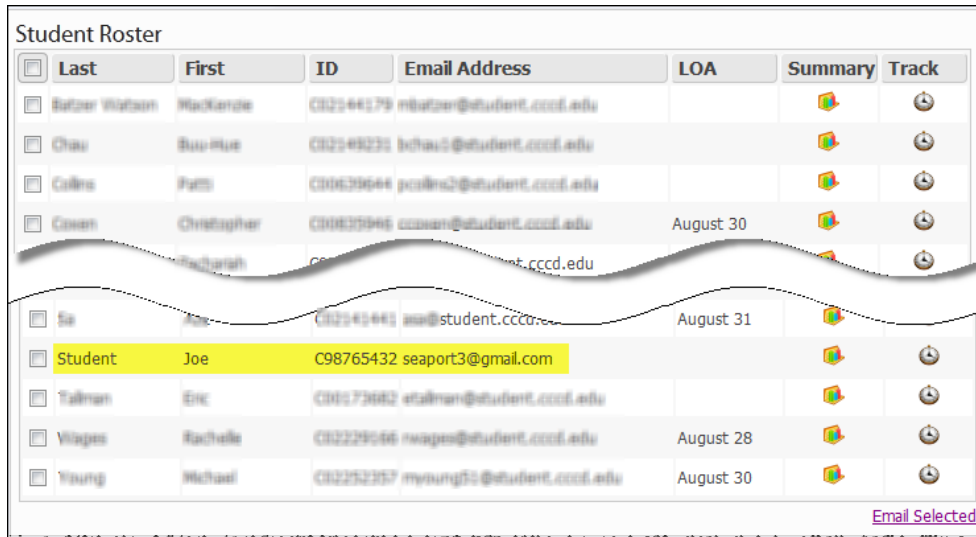


Figure 1

2. You will see your Student Roster arranged into headings (Figure 2).



<input type="checkbox"/>	Last	First	ID	Email Address	LOA	Summary	Track
<input type="checkbox"/>	Batzer	Watson	MacKenzie	C02144179	mbatze@student.cccd.edu		
<input type="checkbox"/>	Chau	Buu	Huu	C02149231	bchau@student.cccd.edu		
<input type="checkbox"/>	Collins	Pat	Pat	C00629644	pcollins@student.cccd.edu		
<input type="checkbox"/>	Cowan	Christopher	Christopher	C00629946	ccowan@student.cccd.edu	August 30	
<input type="checkbox"/>	Se	Joe	Joe	C02141441	jse@student.cccd.edu	August 31	
<input checked="" type="checkbox"/>	Student	Joe	Joe	C98765432	seaport3@gmail.com		
<input type="checkbox"/>	Talman	Eric	Eric	C00173682	etalman@student.cccd.edu		
<input type="checkbox"/>	Vivages	Rachelle	Rachelle	C02229146	rvivages@student.cccd.edu	August 28	
<input type="checkbox"/>	Young	Michael	Michael	C02252257	myoung01@student.cccd.edu	August 30	

Email Selected

Figure 2

3. In the far left column, in the heading row, is a check box. Selecting this check box will place a check in the corresponding check box next to each student's name. You may also select individual students by only selecting the check box next to their name.

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- Once you have selected students, click **Email Selected** which is located to the bottom right of the Student Roster.
- You will be presented with the Edit the Seaport Email window (Figure 3).

Note: Required fields are marked with an asterisk (\*)

Edit the Seaport Email

Please take a moment and review your email information. Thank you.

Subject\*: Regarding Your Online Course

Recipients:: Joe Student

Message Content:\*

Style Source B I ABC T Background Color Bulleted List

Cancel Save Email Details

Figure 3

- The Subject text field will be pre-populated with a subject. You may change this. The Recipients text field will contain the name(s) of the student(s) that were selected in the previous step. The Message Content text field is where you will compose the content of your email.
- Once you have finished preparing your email message click **Save Email Details** and your email message will be sent.

NOTE: The **Information Details** feature is described in **SR Information Details**, the **Summary** feature is described in **SR Summary** and the **Track** feature is described in **SR Track**.