

Seaport 3: Scheduled Emails

Overview

Instructors can create scheduled email messages that are automatically sent to all or selected students in the student roster. Email messages will automatically be sent on the date specified. For example, at the beginning of the course, create several emails to be sent at various dates to remind students of quizzes, discussion forums, and other assignments. Email messages may include one file attachment. Instructors will automatically receive a copy of the email that includes the list of students who received the email.

Create a New Scheduled Email

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

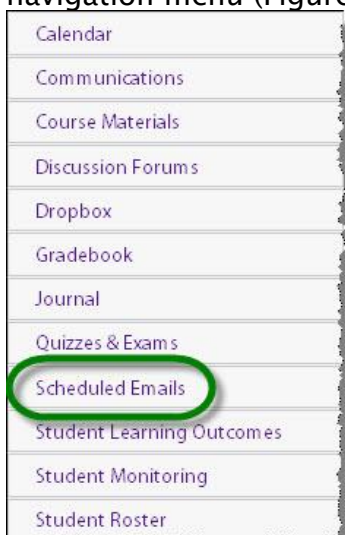


Figure 1

2. Click **New Email** (Figure 2).

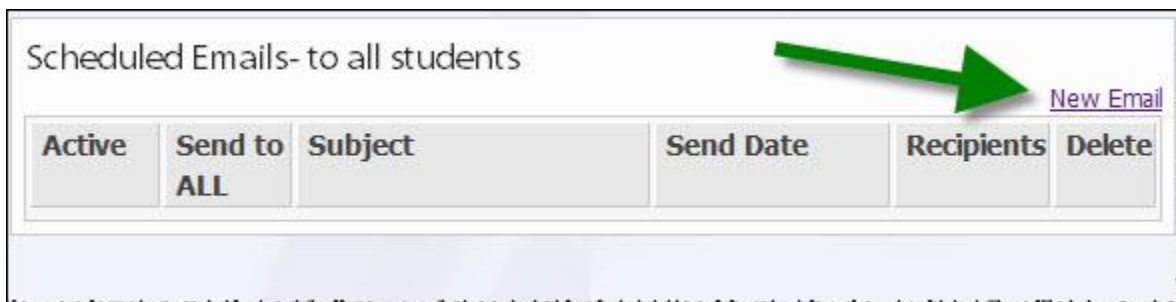


Figure 2

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3. Complete the Scheduled Email form (Figure 3).
 - a. Enter the **Subject** of the email message (Figure 3a). Since students may have more than one course, include the course name and/or ID in the Subject line.
 - b. Enter the **Message Content** (Figure 3b). When students receive the email, the "From" address is the Coastline server. Include your name and email address at the end of the message so students know the message is from you and so they have your email address readily available.
 - c. As with all areas of Seaport, if you are copying text from Word or similar program, use the **Paste as plain text** button when pasting text into a text box form in Seaport (Figure 3c). This will eliminate hidden formatting code that may conflict with the text displayed.

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

Edit the Seaport Scheduled Email

Please take a moment and review your scheduled email before you save it.

a Subject*: BC120 Final Project
Subject text goes here.

b Message Content*:
BC120 Microsoft Excel 1 Students,
How are you doing on the Final Project so far? This week you should be working on formatting the data worksheet and creating the charts for your project. If you run into any problems, please post your question in the Discussion Forum. Be sure to leave plenty of time before the due date so you can go through the checklist (rubric) and review your project before you submit it to the dropbox.
Kind regards,
Sylvia Amito'elau
samitoelau@coastline.edu

c Use the "Paste as plain text" button when pasting from Word.

d Send Date*: 07/06/2012 @ 03:00 am
The Send date is required

e Active*:
Check the box to activate the scheduled email.

f Send to ALL*:
Check the box to send the scheduled email to all students.

g File*: Browse...
To upload a file use the "browse" button.

h

Cancel Save

Figure 3

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- d. Enter the **Send Date** or click the calendar icon to select a date (Figure 3d).
Note: The email will be sent at 3:00 a.m. on the selected date.
 - e. Click the **Active** checkbox to activate the email (Figure 3e). If you do not want the email to be sent, leave the Active box blank. You can always edit the email at a later date to activate it.
 - f. Click the **Send to ALL** box to send the email to all students that are registered for the course at the time the email is sent (Figure 3f). If you want to send the email to only specific students, leave this box blank. Refer to the **Select Recipients** section below for instructions on how to select specific students.
 - g. If you want to include a **File** attached to the email message, click Browse and select a file from your computer (Figure 3g).
 - h. Click **Save** (Figure 3h).
4. The email has been scheduled and is displayed (Figure 4).

The screenshot shows a table titled "Scheduled Emails" with columns: Active, Send to ALL, Subject, Send Date, Recipients, and Delete. Two rows are visible. The first row has a green checkmark in the "Active" column, a red circle-with-slash icon in the "Send to ALL" column, and the subject "BC120 - Group A Reminder". The second row has a green checkmark in the "Active" column, a green checkmark icon in the "Send to ALL" column, and the subject "BC120 Final Project". A red callout box points to the red circle-with-slash icon with the text: "Circle-with-slash indicates email will be sent to specific students. Click icon to change setting." Another red callout box points to the green checkmark icon with the text: "Checkmark indicates email will be sent to all students. Click icon to change setting."

Active	Send to ALL	Subject	Send Date	Recipients	Delete
✓	🚫	BC120 - Group A Reminder	Jul. 23, 2012	👤	🗑️
✓	✓	BC120 Final Project	Aug. 6, 2012		🗑️

Figure 4

Send to ALL Column

- ✓ A green checkmark icon in the **Send to ALL** column indicates that the email will be sent to all students that are enrolled in the course at the time the email is sent (Figure 4). Click the checkmark icon to change it to the circle-with-slash icon then click the recipient's icon to select specific students (see **Select Recipients** section below).
- 🚫 A red circle-with-slash icon in the **Send to All** column indicates that the email will be sent to only selected recipients (Figure 4). Click the circle-with-slash icon to change it to the checkmark icon.

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Select Recipients

1. To send the email to only specific students, first make sure the circle-with-slash icon is in the **Send to ALL** column. If there is a checkmark in the column instead, click the checkmark icon to change it to the circle-with-slash.
2. In the **Recipients** column, click the Recipients icon (Figure 5).



Figure 5

3. Click the checkbox to the left of each desired student's name to select individual students (Figure 6).

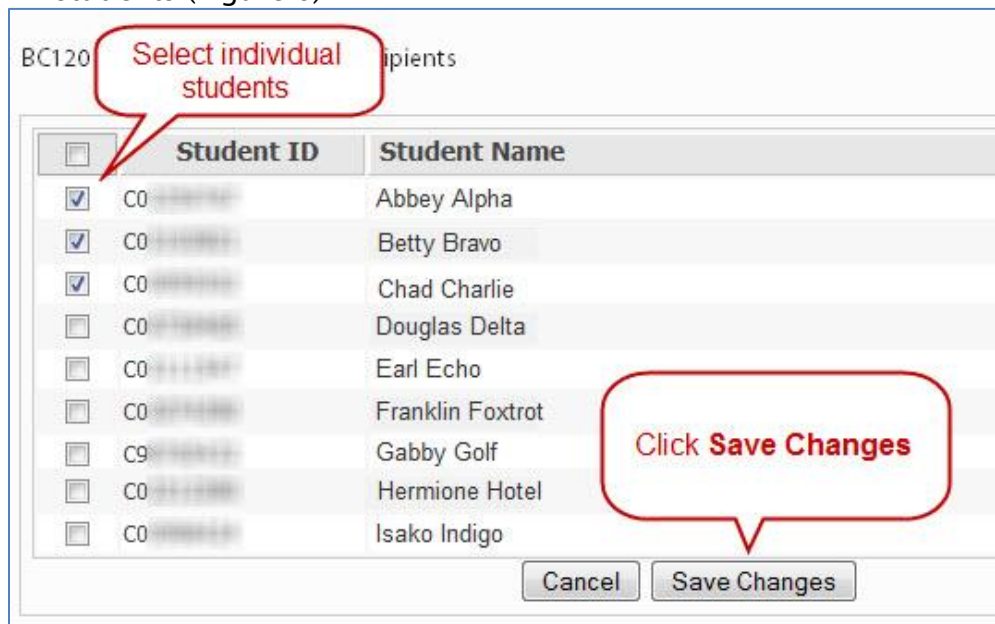


Figure 6

4. Click **Save Changes** (Figure 6).

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Edit a Scheduled Email

1. To edit an email that has already been created, click the **Subject** line of the email (Figure 7).

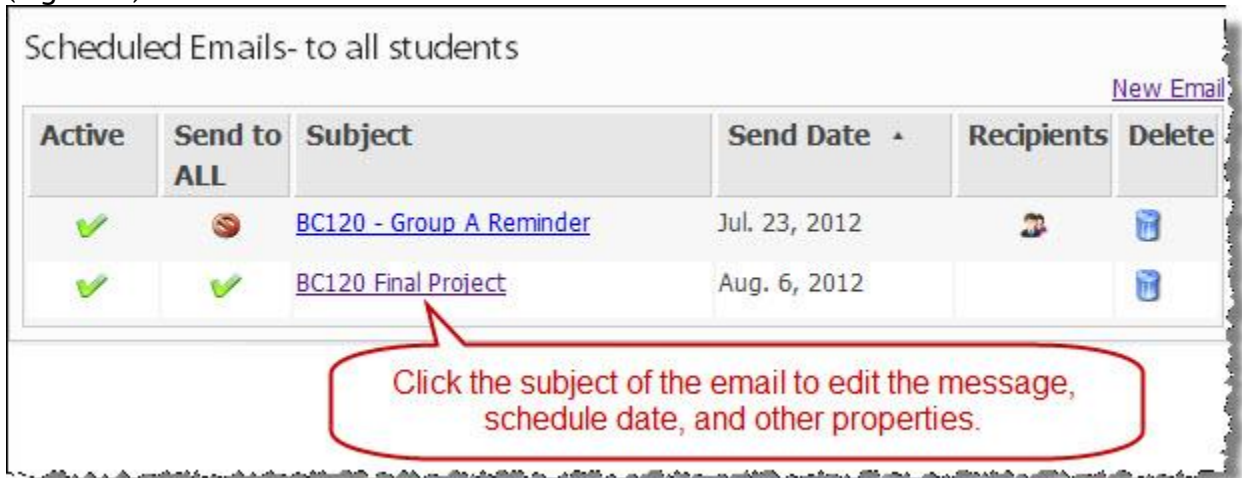


Figure 6

2. Make the necessary changes to the email and its properties (Figure 3).
3. Click **Save**.

Delete a Scheduled Email

1. To delete an email that has already been created, click the Delete icon (Figure 7).

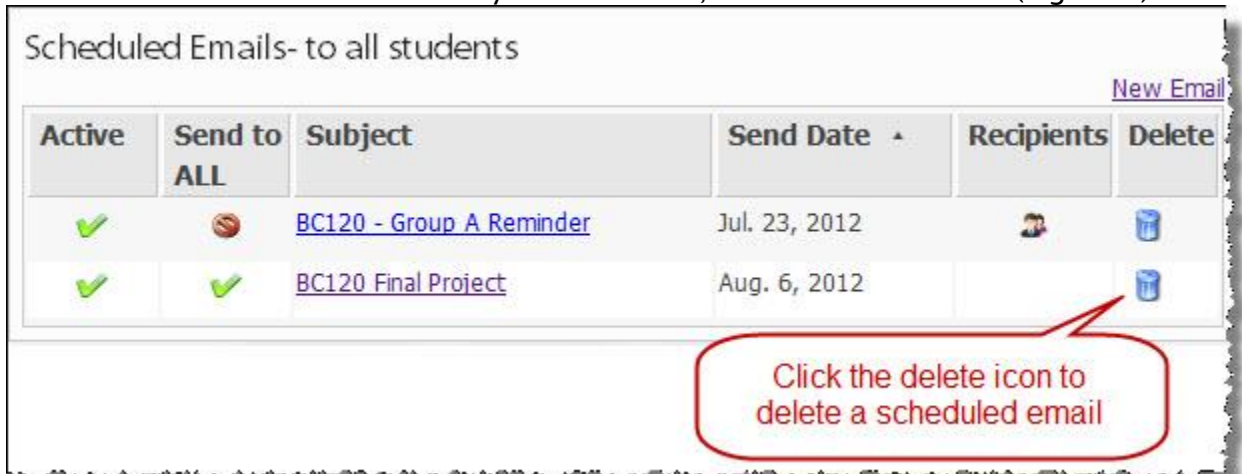


Figure 7

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4. Click OK in the confirmation window to verify deletion of the email (Figure 8).

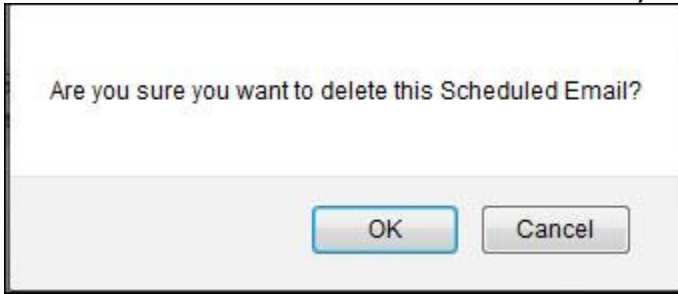


Figure 8