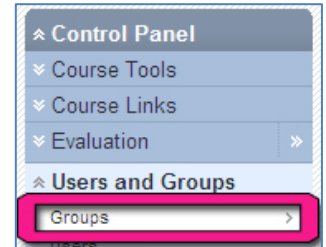


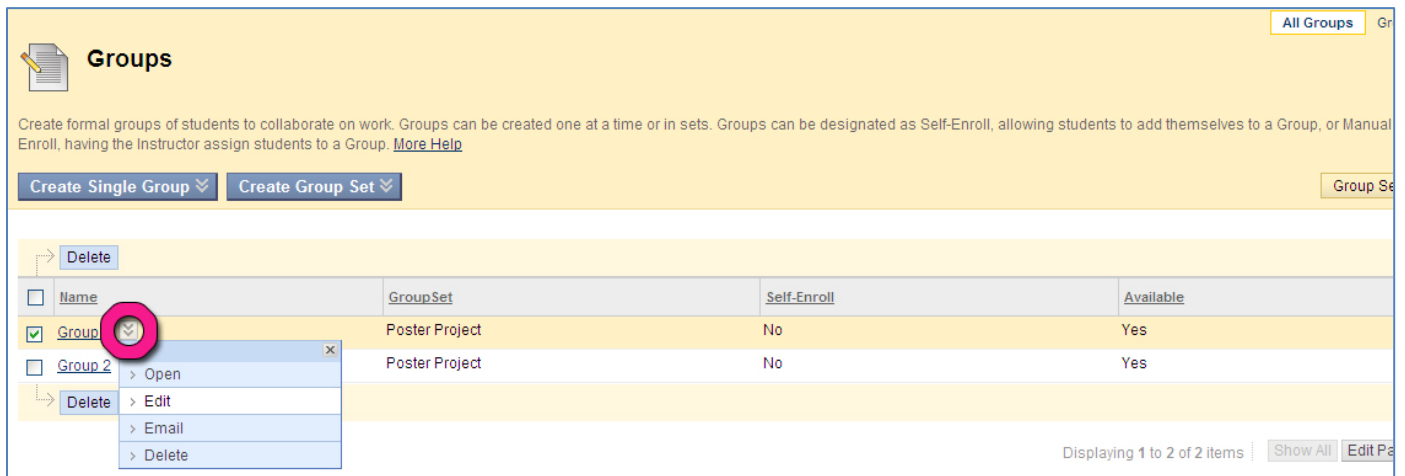
# Managing Groups: Email

Instructors can make changes to the properties of a group and the modules of a group's work page.

If you have a **Group Tool Link** button accessible in your navigation, click that button to get to the Groups page. Otherwise, the Groups page can be accessed through the course's control panel.



- 1) On the Groups page, click the set of double-down arrows next to the group you want to work with. A pop-up menu will appear. To send an email to members of the group, click **EMAIL**.

A screenshot of the 'Groups' page. At the top, there are buttons for 'Create Single Group' and 'Create Group Set'. Below is a table with columns: Name, GroupSet, Self-Enroll, and Available. The first row is 'Group' (checked) with 'Poster Project' as the GroupSet, 'No' for Self-Enroll, and 'Yes' for Available. A context menu is open over the first row, showing options: Open, Edit, Email, and Delete. The 'Email' option is highlighted. The second row is 'Group 2' (unchecked) with 'Poster Project' as the GroupSet, 'No' for Self-Enroll, and 'Yes' for Available. At the bottom right, it says 'Displaying 1 to 2 of 2 items' and has 'Show All' and 'Edit Pa' buttons.

Name	GroupSet	Self-Enroll	Available
<input checked="" type="checkbox"/> Group	Poster Project	No	Yes
<input type="checkbox"/> Group 2	Poster Project	No	Yes

2) You will be taken to the **GROUPS** page with email tools. Fill out the following parts...

**TO:** Use the selection tools to choose all of the students in the group or just specific students in this group to which you want to send an email.

**Groups**

Create formal groups of students to collaborate on work. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the instructor assign students to a Group. [More Help](#)

\* Indicates a required field. Cancel Submit

**1. Email Information**

\* To

Items to Select	Selected Items
	hamilton2, test2

Invert Selection Items to Select All Invert Selection Select All

**Subject:** Type in the subject of this email.

Subject

**Message:** Type in your message here. If you would like to attach a file to this email, use the attach file link.

Message

abc ✓

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

Attachments [Attach a file](#)

Click **SUBMIT** when done. A copy of the email will be sent to the instructors Group Wise email account.